



# Extended Schools

## Breakfast and After School Club

<b>Document Title</b>	Breakfast and After School Club
<b>Policy Status</b>	To be Adopted
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## **Introduction**

The Singlewell Primary School Breakfast and After School Clubs are run by Singlewell Primary School and exist to provide high quality out-of-school-hours childcare for our parents. They provide a range of stimulating and creative activities in a safe environment and promote healthy eating.

The Breakfast Club operates from 7:30am-8:40am and the After School Club from 3:10pm-5:45pm, term-time only.

All parents must complete a registration form for each child attending the club and sign the agreement and rules for each club to adhere to the terms of this policy. Please request a registration form to be placed in your child's Admicity account.

## **Admissions**

- Only children attending Singlewell Primary School are eligible to attend the Breakfast and After School Clubs.
- All places are subject to availability and on a first-come, first-served basis.
- The registration process must be completed prior to the child's commencement at the club.
- This policy is available to view via our school website.
- All club staff are made aware of the details of any newly registered children.
- Children's attendance is recorded in a register.

## **Registration**

Only children for whom a Registration Form has been completed and whose place has been confirmed in advance (whether for regular or ad hoc attendance) may attend Singlewell Primary Breakfast and After School Clubs.

**Advance Booking Requirement:** Sessions for both clubs must be booked in advance. Bookings are made via the online portal at <https://app.parentpay.com>.

**Short Notice Bookings:** If a session is required within the next 48 hours, bookings must be made through the School Office. ParentPay will not allow booking bookings within this window. This policy ensures that we can effectively manage staffing and preparation for the number of children attending each session. The School Office will only be able to accept your request if there is a space available and your child's account is in credit.

**Positive Balance Requirement:** Please ensure that your child's account maintains a positive balance. This will help facilitate a smooth booking process and ensure that your child's place is secured.

**Payment via Childcare Vouchers or Tax-Free Childcare:** ParentPay requires immediate payment for any sessions that you book. If you use a Government Tax-Free Childcare or Employer Childcare Voucher scheme, payment can be arranged in one of the following ways:

**Preferred option:** Arrange for payments from the scheme to be sent directly to the school's childcare provider account. Once the funds have been received, the child's ParentPay club accounts will be credited enabling bookings to be made by the parent via ParentPay.

**Alternative option:** Email the school with the sessions you require for the current term. The School Office will make the bookings on the parent's behalf and an invoice issued. Please note that this method is more time-consuming for staff and there is a greater chance of human error when bookings are made by staff members.

**Cancellation Terms:** Forty-eight hours' notice is required if a place is no longer required. The online booking system will allow you to make changes up to forty-eight hours before the session. Charges will be made for the booked sessions within the notice period whether or not the child attends, including absences due to sickness.

### **Club Fees**

Parents will be given one term's notice of any change in fees which will be reviewed annually by the Full Governing Body of Singlewell Primary School.

The parent signing the Clubs' registration forms and Club agreement and rules is known as the 'Contracting Parent' and is responsible for booking and payment of all fees.

If a parent is experiencing difficulty with payment of their fees, they should contact the School Office Staff as soon as possible. Staff will treat all matters in confidence and arrange for discussions to be conducted in private.

A child's place at the Singlewell Primary Breakfast and After School Clubs will end when they leave Singlewell Primary School.

No partial refund will be given if a child attends too late to receive breakfast or does not require breakfast. Breakfast will be served until 8.15am. **Any child arriving after 8.15am will not be served a breakfast.**

In the event of school closure, for example due to weather, a full refund will be given against the next term's fees for regular and ad hoc bookings. Any credits at the end of Year 6 or if the child transfers mid-year to another school will be refunded.

### **Charging Policy**

Singlewell Primary School has a Charging Policy that includes details of payment methods and pursuance of outstanding fee payments. The Policy is available on the School's website for inspection.

### **Safeguarding**

The Singlewell Breakfast and After School Clubs will follow the school's safeguarding procedures. A Risk Assessment has been carried out for both Clubs. This Risk Assessment will be reviewed annually by the school. Parents will agree to accept the authority of the Club Supervisor and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child.

### **Arrival Arrangements**

Parents should bring their children to the Breakfast Club by the Back Entrance and ring the doorbell. Their attendance will be registered by the Club Supervisor. Once the session begins, a register of attendance will be taken and the children must stay in the Club until the beginning of the school day when they will be escorted to the classroom (KS1 and Reception) or walk to their classroom independently (KS2) where a member of staff will be on duty to welcome the children.

It is the responsibility of the parent/carer to bring their child into Breakfast Club. Absent children will only be followed up from the school's class registers at the beginning of the school day in accordance with our normal school procedures.

It is the responsibility of the Class Teacher to bring the children attending the After School Club in their class into the After School Club. The Club Supervisor will register the children and investigate if a child is expected but does not arrive.

### **Collection Arrangements and Late Collection Fines**

Parents should collect their children from the Back Entrance and they will be required to sign out their child. Once the session begins, a register of attendance will be taken and the children must stay in the Club until they are collected by their parent/carer. We will not permit children to be collected by anyone under the age of 16.

**Late collections after 17:45** will incur a charge of £5.00. Collections after 18:15 will incur a further charge of £10.00. If a parent/carer anticipates being late, they must contact the club as soon as possible. If a child has not been collected by 18:15 and we have received no contact from parents/carers, two members of staff will remain with the child and will continue to attempt to contact parents/carers and other named contacts. If, after a reasonable period of time, no contact can be made and the child has still not been collected, the police/social services will be contacted. If a parent/carer consistently arrives late to collect their child, their After School Agreement will be terminated.

Parents who are unable to collect their children from the After School Club must telephone 01474 569859 and select option 3 (please telephone, do not text) to inform staff of the delay and the expected time of collection. Parents/carers must also arrange for an authorised adult to collect their child and ensure that they are aware of the child's password. The person collecting must be at least 16 years of age. No child will be allowed to walk home from the After School Club alone.

### **Special Dietary, Allergies, Medication Requirements, Illness, Accidents, First Aid & Emergencies**

Parents/carers must ensure that the information we hold for their child, including medical, allergy and dietary details, is accurate and kept up to date in their child's profile in Admicity, it is the parent's/carer's responsibility to update this profile promptly if anything changes.

If a child becomes ill during a Club session, every attempt will be made to contact one of the people listed on the Registration Form, to arrange collection of the sick child. The child will be cared for until collected.

In case of a minor accident, basic First Aid will be administered. In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/legal guardian to advise or discuss with him/her the course of action to be taken. All accidents and emergencies are entered in the Accident Log.

The Breakfast and After School Clubs operate under the same procedures as Singlewell Primary School with regard to First Aid, Illness and Accident Reporting. The member of staff at the club is First aid qualified and has a Food Hygiene Certificate.

Only medication such as inhalers will be administered by the Club staff and a consent form/care plan must be completed by the parent/carer. Prescribed antibiotics must be administered before the child attends the Breakfast Club.

### **Refreshments**

Singlewell Primary Breakfast and After School Clubs will provide a selection of healthy refreshments and snacks for the children in line with the School's Food Policy. Fruit and fresh drinking water are available to all children at all times. All snacks are healthy and nutritious and are prepared on the premises by staff.

### **Equal Opportunities**

Both Clubs are committed to equal opportunities as stated in the school's equal opportunities policy. We make every effort to accommodate and welcome any child with additional needs. Staff will liaise with parents/carers and relevant professionals to meet the child's specific needs. Each case will be assessed individually and risk assessed to ensure everyone's safety. We will endeavour to accommodate all children of all abilities, whilst working within the club's limitations.

### **Loss of Property**

The Clubs will not be liable for loss of property brought onto the premises by parents/carers or children. Mobile phones can only be brought into school by Year 6 and will be required to be handed to the Supervisor until the end of the Club session.

### **Positive Behaviour and Discipline**

To ensure the safety and well-being of pupils using the Breakfast and After School Club, we have particular expectations regarding behaviour. We aim to promote positive behaviour and work in partnership with parents/carers to support children.

Any behaviour concerns will be brought to parents'/carers' attention by the Club Supervisor in the first instance so that we can work together to support the child. If the concern cannot be resolved, it will be referred to the Headteacher. If, despite support and communication with parents/carers, a child's behaviour continues to be unacceptable and it appears that their continued attendance is incompatible with the safety or well-being of other children or staff, the child's place at the Singlewell Primary Breakfast and After School Clubs may be withdrawn. Parents/carers will be informed of this decision in writing.

To help ensure a safe and positive environment, the following code of conduct applies.

### **Every pupil should:**

- Observe normal school rules
- Co-operate fully with staff at all times
- Be punctual at all times
- Be considerate and polite to others at all times
- Respect requests and requirements made by staff
- Look after equipment and resources
- Abide by the Breakfast Club and After School Club Agreement and Rules

Any needs or concerns that you may have should be brought to the attention of staff, and you are welcome to discuss your concerns with the Club Supervisor or the Headteacher.

### **School Policies**

All other Singlewell Primary School policies not mentioned in this policy will be adhered to by the Singlewell Breakfast Club and After School Club.

### **Quality Assurance**

Senior leaders of the school will monitor the Breakfast and After School Clubs at least once each term. They will observe, talk to children and check play plans. At least once each year, a full audit of the provision will be carried out by a senior leader and a governor. External monitoring will be carried out by Ofsted who will inspect the provision as part of the school inspection.

### **Complaints**

In the event of a parent wishing to make a complaint, this should be made in the first instance to the Club Supervisor. If a parent is still concerned, then the matter should be referred to the Headteacher. Parents are also referred to the Singlewell Primary School's Complaints Procedure, available on the School's website.