

Breakfast & Afterschool Club Policy



"Building on a tradition of achievement and values in a caring environment"

Written: September 2022

Date of Review: September 2025

Leader: Headteacher

School Aims:

Kirkby Church of England Primary School aim to help and support working parents by providing:

- Breakfast Club Provision from 7.50am - 8.50am
- After School Club Provision from 3.15pm - 5.15 pm

Our school clubs enjoy a wide range of activities from art to puzzles, games, group play, reading and wellbeing. All our sessions are teaching assistant-led with lots of help and ideas for everyone. We aim for our school children to have the best start to our day, and we feel ready to learn in class and to wind down at the end of the school day and help process what we have learned that day.

Breakfast Club Provision offers our school children each day a healthy option food choice. We offer a wide range of different healthy food choices each day.

After School Club Provision offers our school children each day a light health food snack. We offer a different snack option for your children each evening.

We aim to ensure that our school children are happy within our school clubs and ensure a safe, friendly, and happy environment daily.

Terms and Conditions of the Clubs:

The breakfast and after school club will be run by Kirkby Church of England Primary School and its staff members. Both clubs are **only** currently operating for children attending Kirkby Church of England Primary School.

The Breakfast Club Provision will provide a healthy breakfast option each day (this includes a choice of healthy food choices).

The After School Club Provision will provide a healthy and light snack option.

Both clubs offer daily fun activities such as drawing, game playing both board and electronic, in and outdoor play and sports.

A homework table is available to children should they need to complete their homework during After School Club. However please note:

Club staff members are not responsible for helping club children with their homework.

Daily club staff members are responsible for the care and management of children during both clubs' hours. Children will be supervised in both clubs by Kirkby Church of England staff members during club indoor and outdoor play activities (weather permitting).

Kirkby Church of England Primary School comply with environmental health food safety standards and when serving food club staff members will have the appropriate food hygiene training/certification to meet food safety standards legislation.

Both clubs comply with daily attendance and legal guidelines relating to the adult/child ratio. These guidelines will always be adhered to.

The number of children places offered daily are:

- Breakfast Club is capped at 40 children/ sessions each day for pupils from Nursery – Year 6.
- After School Club is capped at 20 children/ sessions each day for pupils from Reception – Year 6.
(We currently don't offer After School Club places for nursery children due to room size and staff ratios)

All children attending our schools' clubs are expected to behave well, show respect, be polite, look after equipment and resources and be co-operative to our club staff members and to each other. Any children who behave inappropriately, depending on circumstances of the incident will either temporarily or permanently be banned from accessing the clubs. This decision will be upheld by the Head Teacher and in accordance with our schools Disciplinary Policy.

Parents MUST keep the school informed of any changes of emergency contacts, medical conditions, and dietary requirements via the school office.

The Daily Cost of the Clubs:

- Breakfast Club Provision £2.50 (Daily Rate)
- After School Club Provision £6.50 (Daily Rate)

The club daily rate covers the oncost of staffing, utilities, daily healthy food options, drinks and additional daily fresh fruit. Club daily rates will be reviewed in April of each year and implemented from the beginning of each academic year.

Parents in receipt of childcare vouchers are responsible for ensuring that their school club account is not in arrears.

Please note: *The club provision contract is with you and not with your employer or voucher scheme. Therefore, if your account is in arrears due to awaiting payment from your employer or voucher scheme, you are expected to clear these arrears.*

Booking Your Child/ren's Club Place Session Via Parent Apps/SchoolMoney:

Kirkby Church of England Primary School is a cashless school.

Parents **must book** our Breakfast and After School Club in advance via the school's Parent App and access the tile/category **SchoolMoney** to progress to the club booking.

Club Bookings and Payments:

Parents when booking our schools Breakfast and After School Club via **SchoolMoney** each session that you book for your child/ren you will be charged for. **Even if your child/ren attends the paid session or not you will still be charged.** Parents be mindful that sessions are now paid for in advance. Parents during bookings you are asked to agree to our school terms and conditions before processing to the payment.

Parents can access and book sessions daily, weekly, or monthly.

Please Note: Each session booked for in either of the school clubs **parents will be charged for the session whether your child/ren attends the club session or not as this is an additional school provision.**

Any credits due to school closures or pre planned residential will be refunded back onto your Parent App **SchoolMoney** account. Please be aware that child/ren's school absence/sickness is not covered within refunded credits back into your **SchoolMoney** account.

School will no longer be taking bookings for clubs via the telephone or turning up at the clubs in the morning of afternoon. Parents will be turned away and asked to book for club sessions via the Parent App **SchoolMoney.**

For any reason club payments fall into arrears, your child/ren's place will be withdrawn until all outstanding amounts are settled and accordance to our schools Debt Management Policy.

Parents who experience a change in circumstances or financial difficulties should inform the school. We can help support you in this instance and in accordance with our schools Debt Management Policy.

Club Drop off and Collection

Breakfast Club: Children should be dropped off and collected from the back of the school via the conservatory. Parents are to ring the labelled Kid's Club bell to attract a Club Staff member.

After School Club: At the end of the school day all children will be collected from class by a Club Staff Members and taken to the After School Club room. Parents are to collect from the KS2 playground. If collection points change parents will be made aware via a text/email through the Parent App.

Parents must collect their own children from After School Club or name an alternative adult in advance. If there is any change to this arrangement the After School Club must be notified beforehand.

Late collection times are logged and if parents are regularly collecting late your child/ren's place will be withdrawn from the club.

If you think you are going to be late collecting your child/ren from After School Club, or you need to inform school your child/ren will be collected by an additional adult, you **must call** the school Office number **0151 477 8510** or our Club mobile number: **07849 462919**.

Parents should remain with the children until they have been handed over to the care of the on-duty Club Staff Member.

Complaints

In the event of a parent wishing to make a complaint please follow our schools Complaints Procedure.