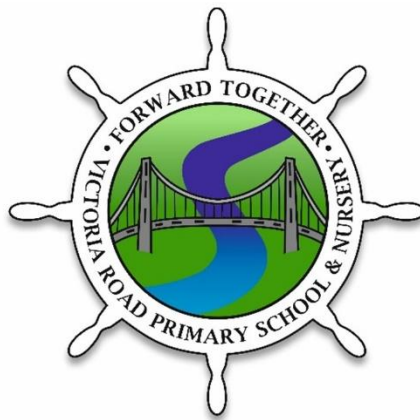


Victoria Road Primary School

Breakfast and After School Club Policy



Approved by: Cheryl Brake

Date: November 2025

Last reviewed on:

Next review due September 2026
by:

The purpose of this policy is to describe how the school delivers a Breakfast and After School Club facility which is affordable, sustainable and of quality.

What are the key principles that underpin the management and organisation of the Breakfast and After School Club (BAFSC)?

We wish to ensure that the children of our school are provided with supervised play activities in a safe and stimulating environment. We are also keen to support parents whose commitments mean they need childcare support before or after the school day. Healthy food is provided for the children.

Who is responsible for the day to day running of the club?

Mrs Tracy Bennett is the manager of the breakfast provision and Mrs Mitchell, Ms Crisp, Ms Whear and Mr Hopwood all work within the club in the morning or the afternoon.

Which children can attend?

All children who come to the school are eligible to attend. There are limited spaces per session depending on the number of staff. Due to ratios and staffing requirements, the spaces for nursery aged children are also restricted and must be booked in advance.

What are the opening hours and prices?

	Times	Cost YR - 6	Cost Nursery Age
Breakfast Club	8.00 - 8.35am	£2.00	
After School Club	3.10 – 4.15pm	£3.50	£4.50
	3.10 – 5.30pm	£6.50	£10.00

How can I book a space?

All places at Breakfast and After School Club must be booked through Arbor and the money paid at the time of booking. Your booking is not confirmed until the money is paid. If there are any debts on the system, we will not allow you to have a space at BAFSC until the debt has been cleared. **Bookings must be made 48 hours before the session starts.**

If you cancel a booking less than 24 hours in advance, we will be unable to issue a refund for this. You will be charged for the full amount. The exception to this is if your child is sick. If this is the case, please contact the School Office by 9am and text BAFSC by 7:30am to inform us. If you do this, we will be able to issue a refund.

If an emergency occurs, you can phone the school office during the day and a place can be provided if there is availability on that occasion.

What happens if I am running late?

Any child booked in to be picked up by 4.15 pm will be charged the full £6.50 if the parents are delayed for any reason. If you have booked in for the full session but pick your child up earlier, you will still be charged for the full session.

Furthermore, there will be a late charge for any child picked up after 5.30pm of £5. These additional fees will be charged on every occasion the parent is later than 5.30pm and any unpaid debt will result in your child's place at After School Club being withdrawn. If you are running late, it will be helpful to let us know although any additional charges will still apply. If a parent is regularly late to pick up a child, the school reserve the right to withdraw the place at ASC.

What activities do we offer?

Various equipment and toys are provided for a range of activities. These include art and craft, sports and games, board games and puzzles. Help with homework can be offered if the parent or child requests this. The age of children is considered so that activities are appropriate.

Which spaces do we use and which gate should I enter through?

BAFSC is based in a ground floor room near the nursery classrooms. Other spaces will also be used, including classrooms, the hall and the playgrounds.

Parents should drop off and collect children from the front entrance. There will be a telephone number on the door which you should call if the children are in a different space in the building.

Who can collect children from ASC?

Children should be collected by their parent. If you would like another trusted adult to collect, please inform staff in advance. It is not school policy to allow anyone under the age of 16 to collect. If there are exceptional circumstances, please speak to the headteacher.

How do we safeguard the health and safety of everyone at the club?

The protection and safeguarding of the child is the first priority. A minimum of one member of staff will have completed first aid and food hygiene training. If nursery aged children are present, one of the members of staff will be a qualified teaching assistant.

Staff are trained in Child Protection procedures and follow the procedures outlined in the school Child Protection and Safeguarding Policy which can be found on the website.

Please let staff know if your child has any allergies.

Are the children provided with food and drink?

Children are provided with healthy and nutritious snacks, for example breakfast cereals or toasts with jam and juice or water to drink. Breakfast is available from 8 am until 8.15am.

Children who stay at After School Club until 4.15pm will be provided with a drink and a biscuit. A snack is provided for children who stay after 4.15pm and will be a range of food such as toast, crackers or yoghurts. Please be aware that this is a snack, not a full meal.

What is our policy on behaviour?

Staff continue to follow the school's behaviour policy and can award children dojos to encourage and reward good behaviour. Should there be any concerns about a child's behaviour, these will be dealt with according to the school's policy and parents will be spoken to. A child may be denied a place at BAFSC if their behaviour at the club or in school was of concern although this would be a last resort and support will be offered initially.

How do I contact BAFSC?

The phone number for Breakfast and After School Club is: **07760656943**. During the school day, please contact the school office on 01752 365411.