Breakfast & After School Club policy

St Catherine's C of E Primary School

October 2026

Breakfast Club and After-School Club Policy

This policy is designed to inform staff, parents/carers and the wider community about the rules and procedures in place for our Breakfast and After-School Clubs (wraparound care).

Aims:

The aims of both clubs are:

• To provide a welcoming, safe and secure environment for pupils before the beginning of the school day and at the end of the school day;

• To provide an affordable, self-sustaining, childcare facility for parents/carers during term time;

• To continue to build positive links/relationships with parents;

• To provide children with a nutritious breakfast at the start of the day and where the children attend after 4:30pm, a nutritious snack;

• To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

Support for Children who have Special educational needs

Where parents/carers require the services of the Breakfast and/or After-School Club and their child has Special Educational needs, then the provision must be discussed first with Miss Baker (Wraparound care manager) or a member of the Senior Leadership Team (SLT). This is because the school may need to make reasonable adjustments to the provision in order to accommodate a child with additional needs.

Booking

Booking of both clubs is made via Arbor, on the Clubs menu.

Places must be pre-booked and each club is filled on a first come, first served basis. Bookings can be made up to 7:30am daily for Breakfast club and up to 2:30pm daily for After School club.

Once a club is full, there is no waiting list and no facility to be placed on a waiting list. In order for a booking to be accepted, there must be sufficient funds in the parent's/carer's Arbor account. If a child does not attend, the school will not be able to refund the payment.

For the After-School Club there are two sessions: a shorter session up to 5pm or our longer session, up to 5:30pm. Snack is provided for both sessions and is served at around 4:30pm.

The parent/carer must select and book the appropriate session dependent upon their needs. An admin charge is made, in addition to the extra cost for the later session, if parents do not collect by their pre-booked session end time.

Parents are asked to let the office know in advance if their child will not be attending a pre-booked After School club session. This is to prevent staff searching for children who have not arrived.

The After school club team can be contacted via the mobile number published on the After School club page on our website after 4pm (when the school office closes), we ask parents to communicate if there are any changes to pick up arrangements (i.e. different adult collecting to usual, or if they are delayed in picking up themselves).

Charges

The club must be sustainable. The cost per child will cover staff costs, administration and resources. The cost will be for each child, and no discounts will be available for siblings. There will be no reduction for less than a whole session for either the Breakfast Club or After-School Club. Where a child is only attending the shorter After-School session and is not collected until after this time, a charge will be made to extend the child's session to the longer session.

Dropping Off Arrangements for Breakfast Club

Parents/carers should not drop off their children earlier than the start of 7.45am as there will be no supervision of children arriving earlier. The children should be dropped off at the dining hall and parents/carers must ensure that staff are aware of their child's presence before leaving them. Parents/carers must not drive onto school grounds in the morning, parking bays are available at the front of school.

There is a doorbell in the entrance vestibule, this should be used to get staff attention on arrival.

Collection from After-School Club

The children need to be collected from the dining hall. To alert the club staff that you are waiting, please use the doorbell located in the entrance vestibule. Please note that there may well be a short delay while the staff member makes their way to the entrance/when they are answering the doorbell. The collection of a child can only be undertaken by someone on the contacts list. Therefore, should you wish someone new to collect a child, the parent/carer must notify the office in advance (before 4pm as this is when the office closes, or by the after school club mobile after 4pm) and the new person will need to bring with them a form of ID, ideally photographic ID.

The club shuts at 5.30pm promptly. Where there is a delay in collecting a child, two members of staff will wait with the child, with one member of staff attempting to make contact with the priority person on the contacts list as well as other people on the contacts list. Should this become a regular occurrence with the same family, then a meeting will be arranged between the family and a member of the SLT to discuss a way forward. This may include the family no longer being able to access the After-School provision. There will also be a charge made to cover the overtime paid to staff for this period.

Cancellation of Breakfast Club and After-School Club

The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies. In the event of closure, a member of school staff will either send a text message, or will endeavour to contact individuals by telephone.

Use of Registers for the Breakfast Club

Children will be registered as they are admitted via reception's main door by one of the Breakfast Club staff on duty. The register will be kept in the Breakfast Club room during the session, and stored in the school office outside of club hours. The children will be registered again once they have entered their classroom (for the school's register). The children will be escorted to their classrooms/ to a point in the school where they are able to access their classroom without needing to use the outside of the school.

Use of Registers for the After-School Club

The children will be escorted to After-School club by a member of school staff and a register will be taken for each child placed in the care of the After-School Club's staff. Where children are not on the register, they will remain with the After-School Club until the office have been informed and the parents/carers have been asked to collect the child/children.

Food provision

Staff hold at least Level 1 Food Hygiene certificates and are permitted to serve food to the children. Parents/carers will be responsible for informing the staff of any allergies/ food intolerances that the children have. These details will be provided to the clubs via the school office. Therefore, parents/carers will need to ensure that the details the school holds on their child/children is accurate and updated whenever there is a change.

Food will be visibly inspected before being served and the use-by-dates will also be checked at the start of the day.
The children will be able to choose from the following (subject to availability):

Drinks (Breakfast and After-School)
Milk
Low Sugar Squash
Water

Breakfast
Cereals: A choice of cereals will be available
Toast with butter and/or Jam or marmite.

After-School Snack
Biscuit on arrival
Sandwiches with either ham, cheese, jam.
Toast with Jam/Marmite
Baked beans on toast
Crackers with cheese
Pasta with a tomato sauce

Whilst we are happy to listen to the groups wishes regarding likes and dislikes we are unable to accommodate individual requests.

Medication
Inhalers:
During Breakfast Club and After-School Club, inhalers are kept in the children's classrooms. If a child needs an inhaler, a member of staff will escort the child to their classroom and observe that the medication has been taken correctly if this is possible.
A text will be sent to a parent/carer, from the school office staff/ after school club/ breakfast club to let the parent/carer know that their child has used an inhaler.
All other medication administered will follow the existing school policy (the Illness and Medicine Policy). If in doubt as to the application of this policy, parents/carers are encouraged to contact the office for clarification.

Accidents and First Aid
Wherever possible, there will be a qualified first aider at both clubs. Where this is not possible, there will be a first aider on site. In the very rare situation where there are no first aiders on site, then the members of the club will have access to a member of staff who will be on standby should there be an accident requiring first aid support.
In all emergency situations, adults must ultimately act in the interests of the child and whilst they should follow the policy, they must exercise their common sense in making judgements.

Medical Plans
A small minority of children have a medical plan. If a medical plan is in place, a copy of this will be provided for the Breakfast Club and After-School Club staff. It will be kept in the club files which are easily accessible by the staff. If required, additional training will be organised for the staff in order for them to be able to manage the specific medical needs of the children in their care.

Behaviour

Whilst we will always try to promote positive behaviour we recognise that we do need sanctions. These should always be applied with a view to modifying inappropriate behaviour and not administered as punishment. It should be explained to the child at each stage that this is an opportunity to modify and improve their behaviour. Time must be given to a child to reflect. There is an expectation that no further sanction will be given for at least 20 minutes as the child needs to time to reflect.

A quick warning should be given to say what expectations are and to give them the chance to reflect.
1. A verbal warning will be given to the child. Their attention will be drawn to their inappropriate actions or behaviour but staff should not detract from club at this stage to spend time with the individual.
2. Think carefully - The child will be asked to spend some time away from their activity (for a period of 5 minutes). The child should be reminded to modify their behaviour but the member of staff should concentrate on the Club and not devote any more than seconds to the individual.
3. Consequence - The child will be given a longer time-out period from their activity (this is for a period of 20 minutes).
4. Fresh start – When the child comes back into the Club, the matter will be deemed closed unless the action is considered to be requiring notification to the child's parent or carer. This would be judged on an individual basis but behaviours such as significant physical or verbal abuse towards other children or staff, leaving the premises without permission, extreme defiance, and deliberate damage to property or stealing would all merit such an action.

Persistent poor behaviour

Exclusion – from Breakfast and After-School Clubs
Whilst we will endeavour to ensure that we will implement this system rigorously, we recognise that there will be times when the behaviour is serious enough that the child will from that day forward be asked to leave Breakfast and/or After-School Club. Once again, this would be judged on an individual basis but behaviours such as significant physical or verbal abuse towards other children or staff, leaving the premises without permission, extreme defiance, and deliberate damage to property would all merit such an action. However, such decisions should be exceptional –this decision would only be taken by the Headteacher.

Fire Procedure

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly manner via the closest exit. They will congregate on the front playground. The club register must be taken outside and all names checked. There will be a fire practice once per term during normal school hours.
Please refer to the Fire Safety Policy.

Risk Assessments

The staff of the Breakfast Club and After-School Clubs will follow the risk assessments completed for activities within school such as the use of the Trim Trail.

Confidentiality of Documents

Confidential documents are kept securely in the school office.

Safeguarding

In accordance with safeguarding arrangements, as detailed in the Safeguarding Policy and Procedures for St Catherine's C of E Primary school, all staff involved in the running of the Breakfast

Club and After-School Club will have current Enhanced DBS clearance, and other required recruitment checks completed. These records are held in the school office. The staff will follow existing school policies and procedures for child protection and will follow the code of conduct. Where ICT equipment is used, they must also follow the school's e-safety policy and procedures.

Complaints

If a parent/carer has any complaints or concerns relating to incidents in either Breakfast or After School club, they should contact Miss Baker (Wraparound care manager) in the first instance, this can be done via the school office.