

Skirlaugh CE Primary School

“Whatever you do, work at it with all your heart”

Be Brave ~ Be Kind ~ Be Your Best



Breakfast & After School Club Policy

Approved by Governors	Summer 2026
Last Renewal Date	Summer 2026
Next Renewal Date	Summer 2029

Breakfast and After School Club Policy

1. Introduction

Skirlaugh CE Primary School provides high quality wraparound care through its Breakfast Club and After School Club during term time. Our provision reflects the school's Christian vision:

"Whatever you do, work at it with all your heart." (Colossians 3:23)

and our school motto:

Be Brave - Be Kind - Be Your Best

The provision aims to create a safe and nurturing environment where children are encouraged to Be Brave, Be Kind and Be Your Best through positive relationships, play and shared experiences. The clubs provide a calm and stimulating environment where children can relax, socialise, learn new skills and enjoy purposeful play before and after the school day.

Breakfast and After School Club will:

- Offer an inclusive service accessible to all children within the school community
- Promote children's emotional wellbeing, confidence and independence
- Encourage children to show kindness, respect and responsibility
- Support children to "be brave, be kind, be your best" in all aspects of club life
- Ensure each child feels happy, safe and secure in a play-centred environment

Breakfast Club will run from 7.30am – 8.45am Monday to Friday, term time only.

After School Club will run from 3.30pm – 5.30pm Monday to Thursday, term time only.

2. EYFS Provision

The Breakfast and After School Club operates in line with the requirements of the Early Years Foundation Stage (EYFS) Statutory Framework and allows all children from nursery to Year 6 to attend.

We recognise that young children learn best through secure relationships, active play and carefully planned experiences. Staff working with nursery and reception-aged children support children's learning, development and wellbeing through age-appropriate activities and interactions.

The club will:

- Maintain appropriate staffing ratios for EYFS children
- Ensure at least one person with current paediatric first aid training is present

- Provide suitable opportunities for play, rest and toileting
- Promote children's safety, wellbeing and emotional security
- Share relevant information with parents/carers where appropriate
- Provide age-appropriate resources, activities and supervision

3. Admissions

Only children attending Skirlaugh CE Primary School may attend the Breakfast and After School Club. Children from Nursery to Year 6 are eligible to attend. Bookings are accepted on a first-come, first-served basis.

The club has capacity for:

- Up to 8 nursery children
- Up to 30 children from Reception to Year 6 per session

Breakfast and After School Club staff will receive a daily register of all children attending each session, provided by the school office. Staff will register children on arrival and parents/carers will sign children out when collected.

4. Equality and Inclusion

The Breakfast and After School Club is committed to providing an inclusive environment where all children are welcomed, respected and valued. Reasonable adjustments will be made, where reasonably practicable, to support children with additional needs or disabilities in line with the school's SEND and Equality policies. Children will be encouraged to develop positive relationships and show kindness, respect and understanding towards others.

5. Bookings

Parents/carers must complete a registration form before their child can attend the clubs. Registration forms are available from the school office. Once registration is complete, all sessions must be booked and paid for in advance using Compass.

- Bookings for After School Club must be made by 2pm on the day required.
- Bookings for Breakfast Club must be made by 2pm on the previous day.

Fees

The fees for each session are:

- Breakfast Club – £5.50 per session
- After School Club – £7.00 per session

As spaces are limited, booked places will only be refunded in cases of illness. Parents/carers should contact the school office to request a refund. Families with more than two children attending wraparound provision will receive one free child place for every two paid places booked.

Emergency Places

In cases of emergency or exceptional circumstances, the school will endeavour to provide a place at either club without prior booking. In such instances, parents/carers will be billed retrospectively through Compass and payment must be received before any further regular bookings can be made.

6. Staffing

All Breakfast and After School Club staff are appropriately vetted and receive safeguarding training in line with the school's safeguarding procedures.

The school will ensure:

- Staffing levels are appropriate to the number and ages of children attending in line with statutory guidance
- At least one member of staff with current paediatric first aid training is present
- Staff receive safeguarding, food hygiene and health and safety training as appropriate
- Children are supervised at all times

The school will maintain appropriate adult-to-child ratios and complete regular risk assessments to ensure the safety and wellbeing of all children.

7. Arrivals and Departures

The safe arrival and departure of children in our care is paramount. The clubs will normally operate from the school hall.

Breakfast Club

Breakfast Club opens at 7.30am. Entry to the hall is via the car park entrance. Parents/carers must accompany their child into school and sign them in. At 8.45am, children will collect their belongings and move to their classrooms. EYFS children will be escorted to the EYFS unit by Breakfast Club staff.

After School Club

After School Club opens at the end of the school day at 3.30pm. Teachers will receive a daily list of children attending the club and will ensure children make their way safely to the hall to be registered. EYFS children will be collected from their classroom and escorted to the club by a member of staff.

If a child expected to attend the club does not arrive, staff will:

- Check school attendance records
- Check with teaching staff and other relevant adults
- Conduct a search of the school premises where appropriate
- Inform a member of the Senior Leadership Team immediately
- Contact parents/carers if the child's whereabouts cannot be confirmed
- If concerns remain regarding the child's safety, safeguarding procedures will be followed.

Every child must be collected by an authorised adult. Staff will have access to children's records identifying authorised collectors. Parents/carers must inform staff in advance if another adult will be collecting their child.

No child will be allowed to leave the premises alone unless written permission has been provided by parents/carers and agreed by the school. Parents/carers must sign children out and collection times will be recorded.

Parents/carers are expected to collect children promptly. There is no facility for extending sessions beyond 5.30pm. If a child is not collected by 5.30pm, the school's Uncollected Child Policy will be followed.

Parents/carers must contact the club staff using the school mobile number if they are delayed. The school reserves the right to apply a late collection charge of £2.00 per child for every 15 minutes after 5.30pm. Persistent late collection may result in withdrawal of a child's place.

8. Extra-curricular clubs

Children attending After School Club may also attend extra-curricular activities taking place after school. After School Club staff and the staff member leading the activity will be informed to ensure children are escorted safely to the club once the activity has finished. The charge for

After School Club remains £7.00 even if a child attends an extra-curricular activity during part of the session.

9. Food and Drink

Breakfast and After School Club staff are aware of children's allergies, dietary requirements and medical needs. Appropriate records will be maintained and shared with relevant staff. Staff involved in food preparation hold appropriate food hygiene awareness.

Children attending Breakfast Club will be offered a healthy breakfast choice such as cereal, toast and a drink. Children attending After School Club will be provided with a light meal and drink. Snacks such as fruit may also be offered.

We encourage healthy eating habits and ensure food provision takes account of medical, cultural and religious dietary requirements. Children are not permitted to bring their own food or snacks unless agreed in advance due to medical or dietary needs.

10. Medical Needs and Accidents

Parents/carers must provide accurate and up-to-date medical information for their child and inform the school of any changes. Where a child has a medical condition, staff will follow the child's healthcare plan and ensure required medication is accessible.

Accidents or injuries will be recorded and parents/carers informed as appropriate. Medication will only be administered in accordance with the school's Supporting Pupils with Medical Conditions Policy.

11. Toileting and Intimate Care

Children attending the clubs will be supported with toileting in a manner that respects their privacy and dignity. Any intimate care needs will be managed in accordance with the school's Intimate Care Policy. Parents/carers are encouraged to inform staff of any toileting needs or ongoing support requirements.

12. Behaviour

We expect all children attending the clubs to behave safely, respectfully and kindly towards others. Positive behaviour will be encouraged through praise, encouragement and clear routines in line with the school's behaviour policy and Christian values.

Children will be supported to resolve disagreements calmly and respectfully using the same reflective approach as is used in school. Where behaviour causes concern, parents/carers will be informed and appropriate support strategies will be discussed.

13. Safeguarding and Child Protection

The safety and wellbeing of all children is our highest priority. The Breakfast and After School Club operates in accordance with the school's Safeguarding and Child Protection Policy and all staff follow the school's safeguarding procedures. Any concerns relating to the welfare or safety of a child will be reported immediately to the school's Designated Safeguarding Lead (DSL).

All staff working within the provision:

- Receive safeguarding training
- Are subject to appropriate safer recruitment and DBS procedures
- Understand their responsibilities to safeguard children
- Maintain appropriate professional boundaries

Parents/carers should not go beyond the designated registration point without permission from club staff. Confidential information will be stored and shared in accordance with data protection requirements and safeguarding procedures.

14. Health and Safety

The school takes all reasonable steps to ensure the health, safety and welfare of children attending the clubs. Risk assessments are carried out regularly and reviewed as required. Children will be supervised at all times and staff will ensure that equipment and activities are suitable and safe. Fire evacuation procedures will be explained to children and practised regularly. Appropriate first aid equipment will be available at all times and accidents will be recorded in accordance with school procedures.

15. Complaints

Any concerns or complaints regarding the provision should be raised with the school in the first instance and will be managed in accordance with the school's Complaints Policy.

16. Related Policies

The Breakfast and After School Club operates in conjunction with the following school policies:

- Safeguarding and Child Protection
- Behaviour and Relationships
- Health and Safety
- Complaints
- Uncollected Child
- SEND
- Equality and Diversity
- Intimate Care
- Supporting Pupils with Medical Conditions
- Data Protection

17. Monitoring and Review

This policy will be reviewed every three years by the school and governing board, or sooner if legislation or operational requirements change.