

Paxcroft Primary School

Breakfast & After School Club Policy

Reviewed: October 2024

Next date of review: October 2025



Breakfast & After School Club Policy

Breakfast and After School Clubs (“The Clubs”) are run by Paxcroft Primary School and exist to provide high quality out-of-school childcare for parents, delivering a range of activities in a safe environment.

A copy of this policy is provided to all Parents / Carers of children attending The Clubs and is also available on the school’s website.

Admissions

- Only children attending Paxcroft Primary School are eligible to attend The Clubs.
- All places are subject to availability.
- All Parents / Carers must complete a registration form for each child attending and sign an agreement to adhere to the terms of this policy.
- The registration process must be completed prior to the child’s commencement at The Clubs.
- The school will ensure appropriate staffing levels are maintained in line with the most recent safeguarding guidance.
- Staff:child ratios cannot be exceeded and the school will not be able to increase the capacity of The Clubs under any circumstances.
- All parents will receive either a paper or electronic copy of this policy and this policy is also available via our school’s website.
- All staff running The Clubs are made aware of the details of a new child.
- Children’s attendance is recorded in a register.

Arrival

Breakfast Club

- Breakfast Club will operate in the school hall each morning from 8:00 until registration opens at 08:35.
- In the interest of the health and safety of your children, all pupils must be handed over to a member of staff and do not make their own way into the building.
- Under no circumstances should your child be dropped off at the school gates prior to 8:00am.
- A breakfast of toast, cereal, fruit and juice will be offered to the children.

After School Club

- Children in Reception to Year 4 will be taken to After School Club by a teacher or Teaching Assistant and handed over to the After School Club Supervisors.
- Children in Years 5 and 6 will make their own way to After School Club as directed by their class teacher.
- A medium-stay is available where a child has attended an extracurricular club at the school and will need a space in After School Club once this has finished. Where this is the case, the extracurricular club teacher will escort the child to After School Club and hand over to an After School Club Supervisor.

Departure / Collection

Breakfast Club

- At the end of Breakfast Club, children in Reception to Year 2 will be escorted to class by a Breakfast Club Supervisor. Children in Years 3 to 6 will be instructed to make their own way to class.

After School Club

- After School Club finishes at 16:15 (short-stay) and 17:30 (long-stay). Parents / Carers are required to arrive promptly to collect their child.
- If your child is booked in for a long-stay and you wish to collect your child before 17:30, the School Office should be made aware of the approximate collection time to assist with the smooth running of the club.
- Parents / Carers must make a member of staff aware that they have arrived to collect their child, at which point the child will be signed out and the time of collection recorded.
- In the event that another named individual will be collecting a child, Parents / Carers must advise the School Office ahead of time.

Times

- Breakfast Club: 8:00 to 08:35.
- After School Club, short-stay: 15:15 to 16:15.
- After School Club, medium-stay: 16:15 to 17:30*.
- After School Club, long-stay: 15:15 to 17:30.

**available where a child has attended an extracurricular club at the school and will need a space in After School Club once this has finished.*

Behaviour

- Whilst attending The Clubs, all children are expected to: -
 - Adhere to the school's Behaviour Policy, a copy of which is available from the School Office or via our school's website.
 - Adhere to the school's Equality Policy, a copy of which is available from the School Office or via our school's website.
 - Treat others with respect, courtesy and kindness.
 - Respect one another's' individuality.
 - Express their opinions in a manner which does not knowingly or deliberately offend or harm others.
 - Behave in a manner, which is non-threatening.

Inappropriate behaviour

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity in which they are engaging with.
- Staff will explain why the behaviour displayed is not appropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- In the event of persistent inappropriate behaviour, staff will consult with parents to formulate clear strategies to correct this.
- The school reserves the right to exclude any child from The Clubs where a child continues to display inappropriate behaviour that exceeds the capacity for our staffing ratio to manage safely after consultation with parents and implementation of behaviour management strategies.

First Aid

- It is the responsibility of Parents / Carers to keep the school informed of any medical information and emergency contacts. The school will advise The Clubs of these details.
- All accidents will be dealt with by a qualified first aider.
- Accidents will be recorded in the school's accident book and accurately reported to Parents / Carers on collection of their child.

- Accident records will give details of the time, date and nature of the incident including the child(ren) involved, type and location of the injury, action taken and by whom.
- Parents / Carers of a child who becomes unwell during The Clubs will be contacted by a member of staff.
- Should a child be sent home during school hours, The Clubs will be informed of their absence.

Missing Children

- In the event that a child does not arrive for registration at The Clubs and a booking has been made for them, the following procedure will be undertaken: -
 - Parents / Carers will be contacted to establish whether the child has remained with, or returned to, the Parent / Carer.
 - Members of the school's Senior Leadership Team will be informed of the missing child.
 - A Club Supervisor will search the inside of the building.
 - An outside search of the building and immediate vicinity will be carried out by other members of staff.
 - If the child cannot be located, the emergency services will be contacted.
- In the event that a child absconds from The Clubs, the following procedure will be undertaken: -
 - Members of the school's Senior Leadership Team will be informed of the missing child.
 - A Club Supervisor will search the inside of the building.
 - An outside search of the building and immediate vicinity will be carried out by other members of staff.
 - If the child cannot be located, the emergency services will be contacted as well as the parents.

Fees

- Bookings require payment to be made in advance using Scopay or cash via the School Office.
- The school will be unable to book any club spaces if doing so would put an account into arrears.
- Up-to-date pricing can be found on the booking form or from the School Office.

Uncollected Children

- If a child is not collected within ten minutes of their collection time, Parents / Carers will be contacted in the first instance by telephone.
- Additional contacts will be telephoned in the second instance.
- If contact has not been successful after approximately 30 minutes, the police and Social Services will be informed.
- A grace period of ten minutes beyond the child's scheduled collection time is in place, after which a fee equivalent to the cost of half of that child's session will be levied for all late collections. This charge will be applied to Parents' / Carers' Scopay account or invoiced directly where the Parent / Carer pays for The Clubs via cash.

Cancellations

- Parents / Carers must inform the school if their child is going to be absent from The Clubs.
- Cancellations can be done online or at the School Office 48 hours prior to the booking.
- Cancellations made 48 hours or more in advance will be fully refunded, whilst cancellations made with less than 48 hours' notice are non-refundable unless your child is absent from school due to sickness or because of a planned school trip.

Related Policies

- Behaviour Policy
- Child Protection Policy
- Equality Policy
- Health & Safety Policy



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BREAKFAST CLUB BOOKING FORM

Child's name:	Class:
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Breakfast Club will operate in the school hall each morning from 8:00 until registration opens at 08:35. A breakfast of toast, cereal, fruit and juice is available to the children.

Please indicate which days you wish to book your child into Breakfast Club by ticking the relevant boxes in the table below. Details of the timings and price can be found beneath the table.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week commencing.....					
Week commencing.....					
Week commencing.....					
Week commencing.....					
Week commencing.....					

Times & Pricing

08:00 to 08:35: £2.50/session

Bookings made for Breakfast Club require payment to be made in advance. The easiest way to do this is via your online Scopay account but if you do need to pay by cash, this can be done at the School Office. Please note that the school will be unable to book any club spaces if doing so would put your account into arrears.

Drop-off

Breakfast Club starts each morning at 08:00 and we must stress that under no circumstances should your child be dropped off at the school gates prior to 08:00, when Breakfast Club Supervisors start work. In the interest of the health and safety of your children, all pupils must be handed over to a member of staff and do not make their own way into the building.

Cancellation Policy

We understand that there may be times when you need to cancel or change a booking. This can be done online or at the School Office 48 hours prior to the booking. Cancellations made 48 hours or more in advance will be fully refunded, whilst cancellations made with less than 48 hours' notice are non-refundable unless your child is absent from school due to sickness or because of a planned school trip.

I have read understood the Before & After School Club Policy and agree to abide by the terms therein

Signature:

Name:

Date:



AFTER SCHOOL CLUB BOOKING FORM

Child's name:	Class:
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Please indicate which days you wish to book your child into After School Club by entering "short", "medium" or "long" into the table below. Details of the timings and associated prices can be found beneath the table.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week commencing.....					
Week commencing.....					
Week commencing.....					
Week commencing.....					
Week commencing.....					

Times & Pricing

- Short-stay (15:15 to 16:15): £2.50/session
- Medium-stay (16:15 to 17:30): £3.50/session*
- Long-stay (15:15 to 17:30): £6.00/session

**Available where a child has attended an extracurricular club at the school and will need a space in After School Club once this has finished.*

Bookings made for After School Club require payment to be made in advance. The easiest way to do this is via your online Scopay account but if you do need to pay by cash, this can be done at the School Office. Please note that the school will be unable to book any club spaces if doing so would put your account into arrears.

Collection

After School Club finishes at 16:15/17:30 and we request that you arrive promptly to collect your child. If your child is booked in for a long-stay and you wish to collect your child before 17:30, we ask that you advise the School Office of the approximate collection time so your child will be ready and to assist with the smooth running of the club.

Cancellation Policy

We understand that there may be times when you need to cancel or change a booking. This can be done online or at the School Office 48 hours prior to the booking. Cancellations made 48 hours or more in advance will be fully refunded, whilst cancellations made with less than 48 hours' notice are non-refundable unless your child is absent from school due to sickness or because of a planned school trip.

I have read understood the Before & After School Club Policy and agree to abide by the terms therein

Signature:

Name:

Date:

