



WOODMANSEY CE PRIMARY SCHOOL

Building Strong
Foundations



Unlocking
Potential



Inspiring a
Generation

Breakfast & After School Club Policy

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Approved by: Governing Body

Date: December 2025

Next Review: December 2028

1. Introduction

The Woodmansey Breakfast & After-School Club was reviewed in 2019. There was already a need for extended care provision within the community and from this review the provision was made a permanent offer, so long as the demand was felt.

We aim for the clubs to feel welcoming, calm and enjoyable, giving children a positive start and end to the school day. Only children attending the school can attend.

This policy is reviewed every three years by the Headteacher and Governing Body.

2. Aims & Objectives

To provide a Breakfast and After-School Club which supports working families by providing a safe, caring and purposeful environment for pupils from 8am to 8:40am and 3.30pm to 5pm on school days.

The club will:

- Be well used and valued by child and adult clients.
- Impose no extra burden on the smooth running of the day.
- Support families who require the extended day to facilitate work responsibilities.

The club is not providing the same service as full private pre/post school provision. The school is not competing with the full range of activities that these providers arrange. Also please note the Breakfast Club and After-School clubs are only open on school days.

3. Anti-Discrimination

The club is subject to the same policies and procedures that apply to the school's Equality Policy. It is subject to the same procedures regarding the reporting of any incidents which are discriminatory in any manner, based on Race, Nationality, Gender, Disability or Sexual Orientation.

Most importantly:

- All staff, teaching and non-teaching, should be vigilant in class and in the playground at all times, in order that discriminatory behaviour does not go undetected.
- All staff should investigate any allegations of discrimination and take the child's concerns seriously. Discriminatory attitudes must be challenged.
- All staff should take action as soon as possible and ensure that all interaction is carried out privately, i.e. away from the group.
- Staff should remain calm and take time to listen impartially to all involved.
- Staff should avoid labelling pupils such as 'racist' and 'victim' – after an incident both pupils may need support to rebuild or reinforce self-image and esteem.
- All reports of discriminatory incidences must be recorded, and a note made of any action taken. The school will invoke sanctions as detailed in the Good Behaviour Policy.
- Information relating to all incidences of discriminatory behaviour will be forwarded to the local education authority on a termly basis. This data will be used for analysis.

4. Staffing

Staffing will include:

- 1 Teaching Assistant (First Aider) or 1 Play Leader (First Aider)
- 1 Play Supervisor

The maximum adult/pupil ratio is 1: 15.

Our numbers may be capped if numbers include a greater number of pre-school children.

All staff working in the clubs are subject to safer recruitment procedures, including enhanced DBS checks.

5. The role of the Headteacher

The Head Teacher is ultimately responsible. Day-to-day operational responsibility may be delegated to designated staff, with overall accountability remaining with the Headteacher.

It is not expected that a member of the Senior Management Team is on site whilst the clubs are in operation, though usually this is the case. All members of the Senior team can be contacted in cases of emergency.

6. Behaviour

Our before and after-school clubs are subject to the same policies, procedures and expectations that apply to the school as demonstrated through the school's Good Behaviour Policy.

The same rules / expectations and procedures apply that are the basis of the School's Good Behaviour Policy. These are understood by all the children attending Woodmansey CE Primary School.

The following additional points should be noted however:

- Attendance is not a statutory requirement; the club is not resourced to provide bespoke 1:1 support; however, reasonable adjustments will be considered in line with the school's SEND and Inclusion policies. It may be possible however to access support funding if required.
- Pupils who significantly misbehave will be, after one written warning, removed from the register and payment reimbursed.

7. Reserving Places and Payment

To attend the club, Parent/Carers should reserve and pay for places in advance. Money is not refundable for absence due to illness or other family commitments. Money is refundable, however, for reasons caused by the school e.g. emergency school closure.

Parents are responsible for booking places at the available Breakfast and After-School clubs directly on our Arbor payment system. Payment should be made at the time of booking or regular top-ups should be made should the bookings be made in advance for the term or academic year.

Places are allocated on a 'first come, first served' basis.

Bookings can be made up to 12 hours prior to the club session, subject to availability.

Places are limited, though depending on demand, provision could expand in the future. The price is set for each academic year and any changes to the pricing will be published in June.

Cancellations must be made at least 48 hours before the booked session. Cancellations made within 48 hours of the session will still be charged in full.

Late collection will result in a charge of £5.00 per 15 minutes. Late collection charges are applied to ensure staff are appropriately paid for additional supervision.

Outstanding Payments – all payments must be made regularly to ensure accounts remain up to date. No outstanding balances should remain on a child's account by the end of the academic year. Regular payment reminders will be issued. Accounts that are not cleared by the end of the academic year will prevent any future bookings in the following academic year. For pupils in Year 6, any outstanding balances at the end of the year may be referred to the Local Authority for further action.

8. Organisational Procedures

In summary the arrangements for Breakfast Club are as follows:

- Parent/Carers are responsible for ensuring the safe arrival of children at the club.
- Entrance is via the playground door through the use of the playground doorbell to access the Breakfast Club.
- No responsibility will be taken for pupils before 8am.
- Children will enter leaving belongings in a designated area.
- Children will then sit down in the dining area.

Breakfast will be served in the hall to include:

- Fruit juice
- Toast
- Choice of cereals
- Yoghurt
- Milk

A quiet area will be available for pupils wishing to read and/or complete homework.

The Teaching Assistant will be available to support learning.

Table games are set out in the hall. Appropriate TV can be broadcast on the large screen.

At 8:30am a joint activity will be offered to all members. At 8.35am the children will prepare to move to their classrooms ready for general site opening at 8.40am.

In summary the arrangements for After-School Club are as follows:

- The school office will set up the daily register so that Club staff are secure in the knowledge of which children should be attending.
- Parent/Carers are responsible for ensuring the safe collection of children at the club.
- Parents/Carers must indicate in writing if older children are to be allowed to walk home alone at a certain time.
- Collection is from the school office. There is a remote bell.

- All children attending must register at 3:30pm with the club, before attending any other in-house activity. Staff in FY/Y1/Y2 must deliver children to the club.
- Pupils attending other after school activities must report back to the After-School Club. FY/KS1 children must be taken back by the staff leading the after-school activity.
- Children will enter leaving belongings in the hall or KS1 cloakroom.
- Pupils will have access to their regular toilets.
- Parents can collect their child/ren by the doorbell in the foyer from 3.40pm – 5pm. Should there be a change to the designated adult coming for collection, we ask that the parent/carer notifies the school in advance of the collection.
- Regular late collection will not be accepted. Late collection will result in a charge of £5.00 per 15 minutes, which will be added automatically to your account. Should this continue, the allocated place could be withdrawn and payment for future bookings returned.
- A member of staff must stay on site with a child until collected. The member of staff will be paid for this. As the building is closed at 6pm, if it appears collection could be beyond this time, other named adults held by the school must be contacted to arrange collection.

Afternoon Tea will be served buffet style to include one of the following:

- A range of sandwiches,
- A range of Fruit, Cakes, Yoghurt
- On some occasions 'specials' may be offered
- Water, Milk or fruit juice will also be available

The Club will be based in the school hall unless the hall is required for a club in adverse weather, then it will move to a classroom.

The club will also have access to the Field / Trim Trail and Playgrounds and MUGA but only when other after school activities are not using them.

Space will be available for pupils wishing to read and/or complete homework.

Activities provided should be varied over time and specifically organised by the staff.

This may include a period of free choice, from within a range of options. The activities will be varied and well-conceived. They will recognise that this is not lesson time, but is within school. Activities could include for example:

- Table games
- Craft activities
- Puppet making
- Model making
- Knitting
- Art activities
- Sporting activities
- Seasonal activities e.g. around Christmas / Easter / Mother's/Father's Day
- Music
- Role play
- Story time

9. Unreserved Attendance

If a child arrives at the club without booking, the child will be accepted for one session and the payment will be added to their account. Similarly, if a child is collected more than 15 minutes

after the school day ends, they will move to the After-School club and the session charge will be added.

10. Dietary Requirements

Woodmansey Breakfast Club and After-School Club are committed to supporting children's health, wellbeing and readiness to learn through the provision of nutritious food.

Food provided at the clubs aims to be balanced, age-appropriate and in line with healthy eating guidance. Breakfast provision is designed to offer children a positive and settled start to the school day, while after-school refreshments support children at the end of the school day.

Where possible, food choices will:

- Include a balance of carbohydrates, protein and fruit or dairy
- Be low in added sugar
- Support sustained energy levels and concentration

Staff will encourage children to make healthy choices while maintaining a relaxed and inclusive approach to eating. Water will always be available.

The school works with parents to ensure that dietary needs, allergies and medical requirements are met safely and appropriately.

11. Safeguarding

Breakfast Club and After-School Club are subject to all the same regulations, processes and procedures as described in the school's strategic Safeguarding Policy and in all associated health and safety, employment policies. All staff have been inducted with our school policy and have undertaken safeguarding training relevant to their role. All staff have access to the school child-protection reporting system CPOMS which can be accessed throughout the school day.

The Breakfast Club is also subject to all relevant Risk Assessments displayed in the hall including 'Out of School Clubs' and has its own Breakfast Club specific Risk Assessment.