



Breakfast and After School Club Policy

Date approved by Governing Body 1st February 2023
Chair of Governors Sue Kehr
Reviewed Jan 24

Welcome to Place Farm Primary Academy's Breakfast and After School Club (BASC)

The Breakfast and After School Club Leader is Mrs Polley

The Deputy Leader is Mrs Hobbs

The Club is open Monday to Friday during school term time:

Breakfast Club 7:30am - 8:35am

After School Club 3:25pm - 6:00pm

Activities:

Children are offered a wide range of stimulating activities, planned for enjoyment and relaxation with the opportunities to develop new friendships and skills.

All activities are planned in conjunction with the children's needs and wishes, including their ideas and suggestions, where possible.

Here are some examples of activities offered:

Board Games Outdoor Play

Cooking Homework Club

Film Afternoons Construction Kits

Craft Activities Puzzles

Team Sports Story Telling

Children are free to choose the activity they wish to use and are actively encouraged to plan their own games and activities.

Booking:

Booking Conditions:

- All sessions must be booked and paid for in advance through the SchoolComms App by 6pm the day before a place is needed.
- Children cannot arrive on the day, or attend without pre-booking and payments being made.

Breakfast Club:

- Bookings must be booked and paid for in advance through the School Comms App by 6pm the night before.

- In the case of a booking being made after 6pm for the following day, evidence of the booking and payment must be provided by the parent and any place is dependent on spaces being available that day.
- Where pre-booking has not occurred, we reserve the right to refuse a place if evidence of pre-payment is missing, or spaces are unavailable.
- On being dropped off for Breakfast club, children remain the responsibility of the parents until received by Breakfast Club staff.

After School Club:

- Bookings must be booked and paid for in advance through the SchoolComms app **by 6pm** the night before.
- Any child not booked on and paid for in advance via SchoolComms as per procedure will not be provided a place - parents will be responsible in this case for collection at the normal time.
- It is recognised that in rare circumstances, a child may require a space in after school club at short notice (e.g. in an emergency or if a parent is delayed due to traffic). In this case, the parent should contact the school office as soon as possible and make payment over the phone, so that arrangements can be made.

Where an After School Club space is unavailable (due to non-payment or pre-booking) pupils will be brought down to the office and calls will be made to registered contacts to collect the child. If contact cannot be made, or collection not possible, we will consider this a potential safeguarding issue and procedures will be followed in line with our statutory duty, including seeking external consultation where necessary.

Please see Appendix 1 for information about how to book.

Payment:

Bookings and payments must be made via the SchoolComms app, **in advance**. See Appendix 1. There are limited number of places available each day.

Session Costs:

Breakfast Club	7:30am to 8:35am	£ 5.00
	8:00am to 8:35am	£ 4.00
After School Club	3:25pm to 4:15pm	£ 4.00
	3:25pm to 5:15pm	£ 6.00
	3:25pm to 6:00pm	£ 8.00

Late Collection of children:

Please note that our After School club closes at 6pm; it is important that your child is collected by this point. We recognise that there may be the rare occasion when a parent may be running late and strongly urge you to let our BASC staff know if this is the case.

Any late collections beyond 6pm - there will be a discretionary late collection fee of £15

A member of our safeguarding team will also be alerted as part of our safeguarding procedures.

Recurring Late Collections/non-payments:

Where there are recurring late collections or non-payments by parents, we will seek to address this through a solution-focused meeting with a member of our senior leadership team. Following any meeting, should late collections or non-payments continue, we reserve the right to refuse a place at our Breakfast or After School Club.

Cancellations:

All cancellations require at least 24 hours notice in order to receive a refund. In this case the fee will be carried forward to a future session.

Any cancellation made without 24 hours notice will be charged.

Delivery and Collection of Children:

Mornings

Pupils should arrive at the back gate on Crowland Road, and phone 07846467121. All pupils should be dropped off by a responsible adult and handed over to a member of staff. Pupils may arrive from 7:30am onwards.

All children are escorted to their classrooms by a member of staff at the start of the main school day.

After school

All children will be escorted to the Breakfast and After School Club room by a member of staff.

Children must be collected by an authorised person, from the back gate on Crowland Road. We operate a password system. You must inform the office of any changes to who is collecting during the normal school day (8:00am to 3.40pm).

Food and Drink

Breakfast Club

Breakfast is provided for the children (cereal; croissants and drinks) Please ensure that you let us know of any dietary requirements/allergies.

All children must bring their own water bottle.

After School Snacks

Snacks are not provided at after school club, but children can bring in their own snack and a drink should they wish.

All children must bring in their own water bottle.

School Trips/Visits/Representing the School

Bookings that were not used whilst a pupil is on a school trip, visit or representing the school will not be charged and any pre-payments will be used against a future session.

Other After School Clubs

If you wish for your child to attend a separate school club (e.g. sports club/choir/reading etc...) and then attend Breakfast and After School after this club ends, you will only pay once for the hour. In this case, please book onto BASC as normal for the full time that you require childcare, and pay the full amount required. You will also then need to book your child onto the club separately but notify the office to let them know that your child will be attending BASC afterwards.

Complaints:

Any complaints will be dealt with using the Unity Schools Partnership Trust complaints policy.

Appendix 1.

Booking: Using the School Gateway App

To register for Breakfast and Afterschool Club you must log on to **School Gateway** via an app on your mobile, laptop or computer.

You will need to enter the **same information that the school holds for your child/children including your current email address and phone number**. You will then be sent a pin to log into your child's/children's account. You will then be able to book and pay for your child's/children's sessions.

Any problems during school hours, please ring the school office 01440 702836 where they can put you in touch with Mrs. Polley who leads Breakfast and Afterschool Club.

If you have any questions regarding drop off and pick up then you can call on the mobile 07846 467121

Please note; this mobile is only to be called during Breakfast/Afterschool Club times (7.30-8.35am and 3.25-5.45pm) and your call will not be answered during main school hours.

Your child/children is/are to be dropped off and picked up at the back gate on Crowland Road, Haverhill.