



# **Breakfast and Afterschool Club Policy**

**Date approved by Governing Body: 1<sup>st</sup> February 2023**

**Chair of Governors: Steve King**

## **Welcome to Place Farm Primary Academy's Breakfast and After School Club**

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.

### **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**

Food is available at a cost of £1.00 provided by the school kitchen.

Monies for food should be in a **named envelope** and given to the Class Teacher on the first school day of the week.

All children must bring their own water bottle.

Children can bring their own snack and drink, if you prefer.

### **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.

#### **Afternoons**

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).

### **Bookings:**

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

We reserve the right to charge a fee of £2.00 for a late pick up.

### **Regular Bookings:**

Regular places can be booked and paid for up to a year in advance. The Breakfast and After School Club leader will operate a waiting list when the club is full.

**You may cancel a regular booking giving at least 24 Hours' notice. In this case any fees will be carried forward to future sessions.**

### **One-off Booking:**

A one-off booking and payment can be made on the SchoolComms app 24 hours in advance, if places are available.

### **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.

### **After School Clubs**

If your child attends a paid for After School Club eg Sports Club with Mr Hunter you only pay once for the hour.

### **Complaints:**

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

Appendix 1.

## **Paying for PFFA Breakfast and Afterschool Club**

### Breakfast and Afterschool Club

#### **Breakfast club (Term-time only)**

7:30am - 8:35am - £5.00 per session 8:00am

- 8:35am - £4.00 per session

#### **Afterschool club (Term-time only)**

3:25pm - 4:15pm - £4.00 per session

3:25pm - 5:15pm - £6.00 per session

3:25pm - 6:00pm - £8.00 per session

Late pick up fee (Afterschool Club) - £2.00

### 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 just turn up on the day, or attend without pre-booking.

#### **Breakfast Club:**

- Bookings must be booked and paid for in advance through the School Comms App **by 6pm** the night before, at the latest.
- 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. As above, if a booking has not been made by 6pm the night before, we reserve the right to refuse a place if payment has not been made or the provision is already full.

#### **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 of 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.

### **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 to be dropped off and picked up at the back gate on Crowland Road, Haverhill.