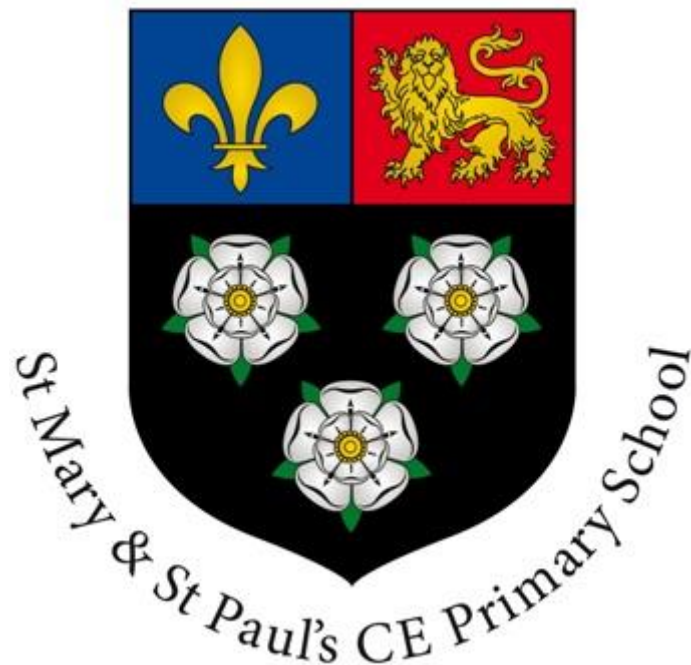


St Mary & St Paul's CE Primary School



Breakfast and After School Club Policy

‘Life in all its fullness through Learning and
Love’

School Aims:

St Mary & St Paul's Church of England Primary School aim to help and support working parents by providing:

- Breakfast Club Provision from 7.45am - 8.45am
- After School Club Provision from 3.15pm - 5.30 pm

The Breakfast and After School Club is offered to pupils from Reception to Year 6.

Our school clubs enjoy a wide range of activities from art to puzzles, games, group play, reading, craft, cooking and wellbeing.

All our sessions are teaching assistant-led with lots of help and ideas for everyone. We aim for our school children to have the best start to our day, and we feel ready to learn in class and to wind down at the end of the school day and help process what we have learned that day.

Breakfast Club Provision offers our school children each day a healthy option food choice. We offer a wide range of different healthy food choices each day.

After School Club Provision offers our school children each day a light healthy food snack. We offer a different snack option for your children each evening.

We aim to ensure that our school children are happy within our school clubs and ensure a safe, friendly, and happy environment daily.

Terms and Conditions of the Clubs:

The breakfast and after school club will be run by SMSP Church of England Primary School and its staff members. Both clubs are only currently operating for children attending SMSP Primary School.

A homework table is available to children should they need to complete their homework during After School Club. However please note: Club staff members are not responsible for helping club children with their homework.

Daily club staff members are responsible for the care and management of children during both clubs' hours. Children will be supervised in both clubs by SMSP Church of England staff members during club indoor and outdoor play activities (weather permitting).

SMSP Church of England Primary School comply with environmental health food safety standards and when serving food club staff members will have the appropriate food hygiene training/ certification to meet food safety standards legislation. Both clubs comply with daily attendance and legal guidelines relating to the adult/child ratio. These guidelines will always be adhered to.

The number of children places offered daily are:

Breakfast Club is capped at 30 children/ sessions each day for pupils from Reception – Year 6.

After School Club is capped at 20 children/ sessions each day for pupils from Reception – Year 6. (We currently don't offer After School Club places for nursery children due to room size and staff ratios)

All children attending our schools' clubs are expected to behave well, show respect, be polite, look after equipment and resources and be co-operative to our club staff members and to each other. Any children who behave inappropriately, depending on circumstances of the incident will either temporarily or permanently be banned from accessing the clubs.

The school behaviour policy applies to Breakfast and After School Club. The Senior Leadership Team may decide that due to a child's behaviour in school and for Health and Safety reasons that a place cannot be provided for the safety of the child, other children, the staff or the building.

This decision will be upheld by the Head Teacher and in accordance with our schools Behaviour Policy.

Parents MUST keep the school informed of any changes of emergency contacts, medical conditions, and dietary requirements via the school office.

The Daily Cost of the Clubs:

Charges:

- **Breakfast Club:** 7:45 – 8:50 am – £4.00 per day
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- **After-School Club:**
 - 3:15 – 4:30 pm – £4.00 per day
 - 3:15 – 5:30 pm – £8.00 per day

The club daily rate covers the oncost of staffing, utilities, daily healthy food options, drinks and additional daily fresh fruit. Club daily rates will be reviewed in April of each year and implemented from the beginning of each academic year.

Please note: The club provision contract is with you and not with your employer or voucher scheme. Therefore, if your account is in arrears due to awaiting payment from your employer or voucher scheme, you are expected to clear these arrears.

Booking Your Child/ren's Club Place Session Please contact the school office to ensure that your child is booked in. Parents must book a place in advance and sessions must be paid for via Parent Pay or via cash paid to the school office. Any credits due to school closures or pre planned residentials will be refunded back onto your Parent Pay account. Please be aware that child/ren's school absence/sickness is not covered within refunded credits back into your Parent Pay account.

For any reason club payments fall into arrears, your child/ren's place will be withdrawn until all outstanding amounts are settled and accordance to our schools Debt Management Policy. Parents who experience a change in circumstances or financial difficulties should

inform the school. We can help support you in this instance and in accordance with our schools Debt Management Policy.

Club Drop off and Collection Breakfast Club:

Children should be dropped off at Breakfast Club at the front door.

Children should be collected from After School Club at the door in the car park (by ringing the bell). At the end of the school day all children will be collected from class / make their own way to the club (depending on age) by a Club Staff Member and taken to the After School Club room.

Parents must collect their own children from After School Club or name an alternative adult in advance. If there is any change to this arrangement the After School Club must be notified beforehand.

Late collection times are logged and if parents are regularly collecting late your child/ren's place will be withdrawn from the club. If you think you are going to be late collecting your child/ren from After School Club, or you need to inform school your child/ren will be collected by an additional adult, you must call the school Office number 0151 426 6869.

Policies

The Breakfast and After School Club policy sits in line with the following school policies:

- Safeguarding
- Behaviour

Complaints

In the event of a parent wishing to make a complaint please follow our schools Complaints Procedure.

P Brooksbank

September 2025