Stanley Road Primary School
Breakfast Club and
After School Club Policy

A school-specific policy for wraparound childcare provision

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1. Introduction

Stanley Road Primary School is committed to providing high-quality wraparound childcare that supports pupils and families. The Breakfast Club and After School Club provide a safe, welcoming and stimulating environment before and after the school day.

The provision is an extension of the school and reflects its vision, values and expectations. Children are supported to develop positive relationships, independence, confidence and wellbeing through purposeful play, social interaction and age-appropriate activities.

This policy sets out how the provision is organised and the expectations for pupils, parents, carers and staff.

2. Aims

- Provide safe, reliable and high-quality childcare outside the school day.
- Support families through accessible wraparound provision.
- Provide an inclusive, welcoming and stimulating environment.
- Promote positive relationships, wellbeing and healthy lifestyles.
- Offer a balanced range of play, creative, physical and social activities.
- Maintain effective communication with parents and carers.

3. Scope

This policy applies to the school-run Breakfast Club and After School Club at Stanley Road Primary School. It applies to all pupils who attend, their parents and carers, and all staff involved in delivering or overseeing the provision.

The provision is available during term time. It does not cover activities delivered by external providers unless this is explicitly stated.

4. Leadership, management and staffing

Overall responsibility for the provision rests with the Headteacher. Day-to-day leadership is delegated to: Michaella Rothera (breakfast club) and Siddhra Khazena (after school club).

- Staff are recruited in line with the school's safer recruitment procedures.
- Staff receive appropriate induction and safeguarding training.
- At least one suitably qualified first aider is available during each session.
- Staffing levels and deployment are appropriate for the number, age and needs of children attending.
- Staff understand the school's procedures for safeguarding, behaviour, health and safety, medical needs and emergencies.

The planned maximum number of children attending each session is (NUMBER), subject to safe staffing, space and the needs of the group.

5. Club times, location and capacity

Provision	Days	Times	Location
Breakfast Club	Monday - Friday	7.45 – 8.35am	Lime Room

Provision	Days	Times	Location
After School Club	Monday – Thursday	3.15 – 5.30pm	Lime Room

The school may alter its arrangements where necessary. Parents and carers will be given as much notice as reasonably possible.

6. Admissions, bookings and allocation of places

- Only pupils on roll at the school are eligible to attend unless the school has formally agreed otherwise.
- A completed agreement form (appendix b) must be received before a child attends.
- Bookings must be made by email or speaking to the office staff.
- Parents/ carers must email to book specific sessions
  Breakfast Club: sr.breakfastclub@perryhallmat.co.uk
  After school club: sr.afterschool@perryhallmat.co.uk
- All places are subject to availability, safe staffing and the needs of the group.
- Ad hoc sessions may be offered where capacity allows and where registration has been completed.
- Sessions may still be charged if a child does not attend a booked session (e.g. illness, early collection)
- A waiting list may be operated when demand exceeds available places.
- If fees remain unpaid, children will not be able to attend further sessions.

Priority criteria

Where demand exceeds capacity, places will be allocated fairly and transparently using the following school-approved criteria:

- Existing regular bookings
- Siblings
- Working families
- Vulnerable pupils
- Emergency bookings due to unforeseen circumstances

The school will make the final decision regarding the allocation of places.

7. Fees, payment and notice periods

Session	Standard charge	Additional information
Breakfast Club 7.45 – 8.35am daily	£ 2.50 without breakfast	£4 with breakfast
After School Club From 3.15 – 5.30pm Monday - Thursday	3.15pm - 4.30pm £6 4.30 - 5.30pm £4	Snacks provided in the earlier session
Late collection	£3 per 5 mins	At the school's discretion

- Fees are payable on invoice through Parent Pay.

- Parents and carers remain responsible for payment for booked sessions, including absence, unless the school has stated otherwise.
- The school accepts employee childcare vouchers and tax-free childcare.
- The required notice to reduce or cancel regular sessions is 48 hours.
- Where fees remain unpaid, the school will contact the contracting parent and may suspend or withdraw the place in line with its published arrangements.
- Families experiencing payment difficulties should contact the school office promptly. Discussions will be handled sensitively and confidentially.

8. Arrival, attendance and collection

Breakfast Club

Parents and carers must bring children directly to the Key Stage 2 door, where they will be signed in. At the end of the session, club staff will escort younger children to their classrooms and direct older children to theirs.

After School Club

At 3.15pm, younger children will be escorted and older children will go directly to Lime Room. Staff will take a register and promptly check any unexplained absence with the class teacher or school office.

Collection

- Children will only be released to a parent, carer or adult authorised on the registration form.
- Parents must notify the club in advance if a different authorised adult will collect.
- Staff may request identification or use an agreed password where the collecting adult is unfamiliar.
- Children must be signed out in accordance with the school's arrangements.
- Parents must inform the club if their child will be absent from a booked session.

9. Daily routines and activities

The daily routine will be adapted to the age, needs and interests of the children attending. A typical session may include:

- Welcome, registration and settling-in activities.
- Breakfast or an after-school snack.
- Creative activities, games, puzzles, construction and reading.
- Indoor and outdoor physical play.
- Quiet activities and, where offered, homework support.
- Child-led choices alongside planned activities.
- Tidying, preparation for school or collection.

Activities will be supervised, age-appropriate and inclusive. Equipment and resources will be checked and stored safely.

10. Food and drink

- Breakfast and/or snacks will be provided as set out in Appendix A.
- Fresh drinking water will be available throughout each session.

- Parents must provide current information about allergies, intolerances, medical dietary needs, cultural requirements and agreed food preferences.
- The school will take reasonable steps to accommodate dietary needs and minimise allergy risks.
- Food will be prepared, stored and served in line with the school's food hygiene arrangements.

11. Safeguarding

The welfare of children is paramount. All staff must follow the school's Safeguarding Policy and established reporting procedures at all times.

- Any concern about a child's welfare will be reported promptly to the Designated Safeguarding Lead or a deputy.
- Staff working in the provision are subject to appropriate safer recruitment checks and training.
- Attendance, collection and visitor arrangements will support the safe supervision and handover of children.
- Mobile phones, photography and online safety will be managed in line with school policy.
- Allegations or concerns about adults will be managed through the school's safeguarding procedures.

Designated Safeguarding Lead: Claire Alviti (Headteacher)
Deputy DSL(s): Ben Mander (Deputy), Hannah Walton (KS1 Phase Leader), Donna Marshall (EYFS Phase Leader) and Craig Morgan (SENDCo).

12. Medical needs, medication and first aid

- Parents must ensure that the club has current information about medical conditions, allergies, medication and healthcare plans.
- Medication will only be administered in accordance with the school's Administration of Medicines Policy and with the required consent and records in place.
- Changes to a child's needs must be communicated promptly.
- Accidents, injuries and first aid treatment will be recorded and communicated to parents and carers.
- If a child becomes unwell, parents or carers will be contacted and asked to collect where appropriate.
- Emergency services will be contacted without delay when required.

13. Behaviour and relationships

The school's behaviour expectations apply throughout the provision. Children are expected to:

- Be kind, respectful and inclusive.
- Follow reasonable instructions from staff.
- Use equipment and spaces safely.
- Respect other people, property and the environment.
- Seek help when needed and contribute positively to the club.

Staff will promote positive behaviour through clear routines, positive relationships, praise, modelling and consistent responses. Concerns will be discussed with parents and carers so that appropriate support and strategies can be agreed.

Where behaviour presents a continuing or significant risk to the child, others or the safe operation of the club, the Headteacher may suspend or withdraw the place. This action will be proportionate and communicated clearly to the parent or carer.

14. Health, safety and emergency arrangements

- Risk assessments will be completed and reviewed as required.
- Suitable supervision and staffing will be maintained.
- Fire, evacuation, lockdown and other emergency procedures will follow whole-school arrangements.
- Premises, equipment and outdoor areas will be checked and used safely.
- Any incident will be recorded and reported in line with school procedures.

Emergency closure

In exceptional circumstances, including severe weather, loss of utilities, staffing shortages, site emergencies or circumstances beyond the school's control, the club may be unable to operate. Parents and carers will be informed as soon as practicable through text, email and Class Dojo. Alternative childcare remains the responsibility of parents and carers.

15. Missing or uncollected children

Uncollected child

1. Attempt to contact parents or carers using all available numbers.
2. Contact the nominated emergency contacts.
3. Keep the child safely supervised and reassured on the school site.
4. If contact cannot be established, follow safeguarding procedures and seek advice from children's social care and/or the police as appropriate.
5. Record the incident and apply any published late-collection charge.

The club closes at 5.30pm.

Missing child

6. Search the immediate club area and relevant school premises without compromising the supervision of other children.
7. Inform the Headteacher or senior leader and the DSL immediately.
8. Contact parents or carers.
9. Contact the police without delay if the child is not promptly located or if circumstances indicate immediate risk.
10. Record the incident, actions and outcome, and review procedures.

16. Equality, inclusion, SEND and accessibility

The school is committed to equality of opportunity and to providing an inclusive service. It will not unlawfully discriminate and will have due regard to its duties under equality legislation.

- Reasonable adjustments will be considered to support disabled children and children with SEND.
- The school will work with parents, carers, the SENCO and relevant professionals to understand individual needs.
- Support will be planned on an individual basis, taking account of safety, staffing, resources and the needs of the wider group.
- Activities, routines and communication will be adapted where reasonably possible.
- No child will be treated less favourably because of a protected characteristic.

SENCO / inclusion lead: Craig Morgan

We may not be able to provide an additional adult if your child requires 1:1 support during the school day.

17. Off-site activities

If the club provides an off-site activity, the school will complete an appropriate risk assessment, ensure suitable staffing and supervision, inform parents and carers, and obtain any required consent. The school's educational visits procedures will apply.

18. Communication with parents and carers

- Parents will receive clear information about opening times, fees, booking, cancellation and collection arrangements.
- Parents must keep contact, medical, dietary and collection information up to date.
- Routine communication will take place through (APP / EMAIL / SCHOOL OFFICE / CLUB PHONE).
- Urgent operational changes will be communicated as soon as reasonably possible.
- Parents are encouraged to raise questions or concerns promptly with the Club Manager.

19. Complaints

The club aims to provide a high-quality service. Parents and carers should normally raise concerns first with the Club Manager so that they can be addressed informally and promptly. If the concern is not resolved, the school's Complaints Policy should be followed.

20. Data protection and record keeping

The school will collect, use, share and retain personal information in accordance with its data protection policies and applicable law. Information will only be shared where necessary to safeguard children, meet legal obligations or operate the provision effectively.

Records may include registration details, attendance, authorised collectors, medical and dietary information, accidents, incidents, payments, complaints and relevant communications. Records will be stored securely and retained in line with the school's retention schedule.

21. Monitoring and review

The Headteacher and Club Manager will monitor the effectiveness of the provision. This policy will be reviewed annually, or sooner if there are changes to legislation, statutory guidance, school procedures or the operation of the club.

Related school policies

- Safeguarding Policy
- Staff Code of Conduct
- Health and Safety Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions / Administration of Medicines Policy
- Behaviour Policy
- SEND Policy

- Equality Policy and Accessibility Plan
- Complaints Policy
- Data Protection and Privacy Policies
- Online Safety Policy
- Educational Visits Policy, where applicable

Appendix A: School-specific provision summary

Complete this summary before the policy is approved. It may also be shared with parents and carers as a quick reference.

School name	Stanley Road Primary School
Club Manager / Lead	Breakfast club: Miss Rothera After school club: Mrs Khazena
Club contact details	Breakfast Club: sr.breakfastclub@perryhallmat.co.uk After school club: sr.afterschool@perryhallmat.co.uk
Breakfast Club days and times	7.45 – 8.35am daily
After School Club days and times	From 3.15 – 5.30pm Monday - Thursday
Location and entrance	Lime Room and using the Key Stage 2 external door
Maximum capacity	16 children
Booking method	via email
Fees	Breakfast club: £2.50 or £4 with breakfast After school club: £6 for earlier session, £4 for the later session
Payment methods	Parent Pay
Cancellation / notice period	48 hours
Late collection arrangements	£3 per 5 minutes past 5.30pm
Breakfast offered	Yes, for additional cost
After-school snack offered	Yes, provided in the cost

Communication method	Via email or through the school office
DSL / Deputy DSL	Claire Alviti, Ben Mander, Donna Marshall, Hannah Walton and Craig Morgan
SENCO / inclusion lead	Craig Morgan

Appendix B: Parent/carer agreement

I confirm that I have read and understood the Breakfast Club and After School Club Policy. I agree to:

- Provide accurate and up-to-date contact, medical, dietary and collection information.
- Book places in advance, with sufficient notice.
- Notify the club when my child will be absent.
- Ensure my child is collected promptly by an authorised adult.
- Pay fees in accordance with the school's published arrangements.
- Give the required notice when changing or cancelling regular sessions.
- Support the school's expectations for behaviour and safe conduct.
- Inform the school promptly of any change that may affect my child's care.

Child's full name: _____

Parent/carer name: _____

Signature: _____

Date: _____

Regular sessions booked: _____

School / club representative: _____

Date received: _____

The completed agreement and registration form should be retained securely by the school.