



**Before and After School Club Policy
2025**

**We are one family:
Love for ourselves, for each other and for the
world.**

Confidence, Compassion, Curiosity

Approved by:
Local Governing Body

Date: December 2025

Last reviewed on: December
2025

Next review due by:
December 2028

General

Breakfast Club

- The breakfast club provision is open to children attending Stoborough CE Primary School from 7.30am, Monday to Friday, term time only.
- Children attending the breakfast club will be able to join their class for registration from 8.40am.
- Drop off must not be any earlier than 7.30am. Please ring the doorbell in the main office and a member of staff will come to sign your child into breakfast club. (Please do not allow them to walk in on their own).
- The breakfast club provision will provide a balanced breakfast to children who arrive before 8.15am
- A register will be taken every morning.

Universal Breakfast Club: Free

- This breakfast club provision starts at 8:10am, Monday to Friday, term time only.
- The breakfast club provision will provide a simple breakfast to children who arrive before 8.30am
- Bookings can be made

After School club

- The after school care is open to children attending Stoborough CE Primary School. The provision operates from 3.15pm to 6.00pm Monday to Friday, term time only.
- Children will come to after school care at the end of their school day and a register will be taken.
- **Children should be collected via the main school entrance no later than 6.00pm.** Persistent late pick up will be charged for at £10 per hour (or part hour) and may result in the place being withdrawn. If you need to get in touch regarding any before/after school issues (collections etc.), please contact the school office during school hours on 01929 552974
- Children should not bring their own toys, games or any other items of value onto the school site.
- The after school provision will provide a balanced snack but this is not a substitute for an evening meal.
- Children attending other after school clubs will be able to join after-school club, if you have made a booking for your child.

To secure a place in before or after school care (BASC)

- After school care will be closed on INSET days.
- Bookings must be in advance on Arbor.
- Bookings may be made up to 24 hours the session. We cannot accept bookings after this time.
- Please do not turn up without a booking because we will not be able to offer your child a place in the club. Risk assessments are carefully considered with staff to children ratios and turning up without booking would potentially put the children and/or staff at risk.

Payments

- The charge for the breakfast session is £3.50
- After School club charges:
 - End of school day to 4.30 = £5. 50
 - End of school day to 6pm= £7.50
 - 4.30-pm to 6pm =
- We reserve the right to withdraw a place if payment is not received.
- If you are experiencing difficulty with payment you should contact the school office as soon as possible. Our staff will treat all matters confidentially.

Cancellations

- Bookings can be cancelled on Arbor up to 24 hours before and a credit note will appear on your account.
- Payments made after this time are non-refundable.
- Sessions will not be refunded if a child is ill or absent and a session has not been cancelled within 24 hours of the booking.

Dietary Needs and Medical Conditions

- Medicines can be administered in line with the school policy. Parents/carers will be asked to complete a 'Medicine Administration' form which is available on request. Medicines will not be administered without the correct form being completed.
- It is the parent/carers responsibility to disclose any special dietary needs or medical conditions.

Withdrawing an offer of a place

We reserve the right to withdraw an offer of a place in the following circumstances:

- Unacceptable behaviour resulting in distress or disruption to adults or children at the provision.
- Where payments are not made in advance and arrears are accumulating; the place may be withdrawn with immediate effect.
- If your child is persistently collected after their contracted time, the place may be withdrawn with immediate effect.

Collection

- Children can be collected up to 4:30pm or by 6:00pm
- If collection is made after 4:30pm, you will be charged £7.50 for the full session. If your child is collected late more than three times in a half term you will be automatically charged full session fee for the whole of the half term.
- If collection is after 6.00pm, an additional late charge of £10.00 will be made. If your child is collected late more than three times in a half term your child's place will be withdrawn.
- If you pay by childcare vouchers, you will be charged for the sessions you have booked even if your child does not attend. We cannot differentiate between sessions booked and sessions attended. An administration fee of £10 will be charged for late payments.
- Please ring the after-school club number 07564615397 and your child will be brought to the front office for collection.
- If a parent/carer has a problem collecting on time, contact must be made with the after-school on 07564615397.
- If anyone different will be collecting, parents/carers must let the school office know in advance i.e. **no later than 3pm** on the day in question.

Behaviour

We expect all children who attend to follow our school rules of Ready, Respectful and Safe:

- We respect other people and show this in how we speak and behave
- We always use kind words and kind actions
- We follow adults' instructions, the first time
- We always try our best; we work hard and play nicely

Security

- Children must be brought into breakfast club and handed over to a member of staff.
- No child will be permitted to leave the before or after school club unattended.

First Aid / Accidents

- When children are playing, accidents can happen. For this reason, we always have staff with the appropriate level of first aid training on site.
- Any minor accidents will be recorded and dealt with. Parents/Carers will be informed when collecting children if an accident has occurred.

Child Protection/ Safeguarding Children

- We take our responsibility for child protection seriously. Any concerns around the welfare of a child will be referred to a school designated safeguarding lead, who may speak to parents and carers and/or make any necessary referrals to children's social care.

Emergency closure

- If the club is closed at short notice due to very exceptional circumstances i.e. closure due to weather, parents/carers will be informed as soon as possible.

Equal opportunities

- The provision is committed to equality of opportunity for all.
- We shall endeavour to enable all children to interact socially and to have access to a broad and balanced range of activities.
- We are committed to provide the appropriate support where necessary to ensure integration.
- We recognise all children as individuals with different needs.
- Inappropriate attitudes and behaviours will be addressed using the procedures outlined in the school's Behaviour and Anti-Bullying Policy.

Complaints Procedure

- If you have any concern about before or after school provision, in the first instance talk to the club staff, who will do their best to resolve any issue.
- If this course of action does not resolve the issue, please contact the school office, who will pass your concern to the relevant staff member.