



# Wickford Primary School

Market Road, Wickford, Essex, SS12 0AG

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[wickfordprimary.uk](http://wickfordprimary.uk)



July 2020

## Breakfast and After-School Club Policy

### Introduction

The breakfast and after-school clubs exist to provide out-of-school hours childcare for our parents. It provides opportunities for fun, enjoyment and learning through a range of activities in a safe environment.

Breakfast club operates from 7.30am – 8.40am and after-school club from 3.00pm - 5.00pm during term time only. The clubs are run by staff from our school.

A copy of this policy is provided to all parents of children attending the club and is also available on our school website. All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

### Admissions

- Only children attending Wickford Primary School are eligible to attend.
- All places are subject to availability.
- The registration process must be completed prior to your child's commencement.
- All club staff are made aware of the details of all new children.
- Children's places must be booked and paid for in advance.
- Children's attendance is recorded in a register.

### Arrival and Departure Breakfast Club

- Parents/Carers should bring their child directly to club and sign them in. Entry is via the rear door of the lower school hall near Peter Pan nursery.
- Children will be escorted to upper school at 8.30am and to their classroom at lower school at 8.40am.

### Breakfast Club Activities

On arrival, children will order their breakfast from a choice of cereal, toast, pancakes and baked beans. After eating, children can choose from a variety of quiet activities: reading, drawing, playing board games and with toys.

### Arrival After-School Club

- Children in lower school will be taken to the hall by an LSA at the end of the school day.
- Children in upper school will be escorted to lower school by a member of the club staff.
- The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

### After-School Activities

On arrival, children will choose a healthy snack, such as toast or fruit, and drink. Parents can provide a snack for their child in their lunch box. Children can then enjoy a variety of activities: chill-out area, homework corner, outdoor games, indoor toys and games.

### Departure After-School Club

- When a child is collected at the end of, or during, a session, they must be signed out by a parent/carer (or named collector). Please ring the doorbell to gain staff's attention.

- Parents/carers must ensure that any person who collects their child is listed on the registration form and that it is kept fully up-to-date.
- Parents must inform Club staff if their child is going to be absent by phoning the school office or emailing [admin@wickford-pri.essex.sch.uk](mailto:admin@wickford-pri.essex.sch.uk)

### Behaviour

Whilst attending Club children are expected to follow the school ethos and rules. The school behaviour management policy applies at all times, including the rewards and sanctions.

### First Aid

The school first aid and administration of medication policy applies at all times. Parents of any child who becomes unwell during Club will be contacted immediately. If a child is sent home during school hours, the school office will inform the Club of their absence.

### Uncollected children

If a child has not been collected by 5.00pm, parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance.

A fee will be applied for late collection from 5.05pm onwards at £7 per child until 5.30pm, increasing to £14 thereafter. This charge must be paid immediately through schoolmoney.

### Payment of Fees

- Fees are to be paid **in advance** into the 'Breakfast Club' or 'After School Club' account in schoolmoney, and payment is due for all contracted sessions even if your child is unable to attend their booked session\*.
- Payments must be made online by midday on the Thursday of the previous week and a completed booking form must be emailed to the school office by the same time.
- The parent signing the Club's registration form is known as the 'contracting parent' and is responsible for payment of all fees.
- If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.
- Sessions will be allocated on a first-come, first-served basis. Parents will be informed when sessions have been released via text message and the school newsletter. The current session capacity for breakfast club is 40 children and for after-school is 24 children.

\*Parents can change or cancel their sessions up to 1-week prior to their child attending a specific session without incurring a charge. Any change or cancellation after this point is non-refundable. If a child is absent from school, refunds may not be possible as staff and food costs have to be paid.

### Related Whole School Policies:

The before and after school club is an extension of the school, so all school policies apply to the running of this provision.

Of particular note are: Safeguarding and Child Protection; Equal Opportunities; Health and Safety; First Aid and Administration of Medicines.



WICKFORD  
PRIMARY SCHOOL

**Before & After School Club Agreement**

I .....[PRINT NAME] parent/carer of .....

have read and accept a copy of the club policy and agree to abide by the terms therein. The sessions in this contract are 7.30am – 8.40am for breakfast club and 3.00pm – 5.00pm for after-school club. Sessions are booked on a first-come, first-served basis.

- I accept that I am the ‘contracting parent’ for the above child and agree to make payments **in advance** via the online booking system or through the school office. I understand that I will lose my place if my account is in arrears.
- I understand I can change or cancel sessions up to 1-week prior to my child attending a specific session without incurring a charge and that any change or cancellation after this point is non-refundable.
- I understand that fees may change without this policy being re-issued. The latest price schedule will be available on the school website or from the school office.
- I understand that a fee will be applied for late collection from 5.05pm onwards at £7 per child and £14 per child after 5.30pm. This will be charged immediately to my account.
- I agree to keep all contact, medical, dietary and other information up-to-date with the school office, as I understand this will be used by the before and after school club.
- I understand that the club will not release my child to anyone other than those listed below.

Parent Signature ..... Date .....

**NOMINATED INDIVIDUALS AUTHORISED TO COLLECT MY CHILD**

..... Relationship to child .....

..... Relationship to child .....

..... Relationship to child .....

..... Relationship to child .....

## **Charges Sept 2020**

Breakfast Club      £3.50 per child per session

After School Club   £7 per child per session

Late fee                £7 per child chargeable from 5.05pm and £14 from 5.30pm

Pupils in receipt of Pupil Premium 50% discount.