

# THURSBY PRIMARY SCHOOL



## BREAKFAST AND AFTERSCHOOL CLUB POLICY

| Approved by           |                  |             |   |
|-----------------------|------------------|-------------|---|
| Name:                 | Carl Barnes      |             |   |
| Position:             | Headteacher      |             |   |
| Signed:               | <i>C. Barnes</i> |             |   |
| Date:                 | September 2026   | Version No: | 2 |
| Proposed review date: | As Required      |             |   |

## REVIEW SHEET

Each entry in the table below summarises the changes to this Policy and procedures made since the last review (if any).

| Version Number | Version Description              | Date of Revision |
|----------------|----------------------------------|------------------|
| 1              | Original Policy                  | June 2025        |
| 2              | Changes to deadline for bookings | September 2026   |

## **Introduction**

Thursby Primary School is pleased to be able to provide the children of our school the opportunity to attend Breakfast Club and After School Club. These clubs may be attended on a full-time or a part time basis.

This childcare provision is an extension of Thursby Primary School and therefore operates in line with the school's ethos and values and high expectations of pupil behaviour.

It is the wish of everyone involved at Thursby Primary School to provide a happy, stimulating environment in which children are supported to reach their full potential. We believe that a positive partnership with parents and carers is crucial and promotes our aim to maximise the child's learning and ensure wellbeing and well-rounded development.

## **Admissions and bookings**

Breakfast and After School Club is only available to children who attend our school. Once a pupil leaves our school whether still in primary education or moving onto secondary education this childcare service will no longer be available to them.

Parents will be required to set up a ParentPay account if they do not currently have one. (Please speak to the school office more information about this system.) Bookings can be made via ParentPay session by session or as block bookings once your account has been credited. Sessions can be booked at any time online and places are subject to availability. Sessions must also be booked by 5pm each day for the following day.

If you are unable to book via ParentPay bookings can also be made by contacting our school office via 01228 711180 or [admin@thursby.cumbria.sch.uk](mailto:admin@thursby.cumbria.sch.uk)

We will only except 'same day' bookings in emergency or unexpected situations, subject to availability within our clubs.

Our clubs will operate a waiting list once the maximum number of children has been reached. Places will be offered as spaces become available. We need to ensure the welfare and safety of those attending for safeguarding reasons and cannot exceed staff / pupil ratios. Spaces for siblings are also subject to a space being available and take no priority over children already on the waiting list.

Provisions are organised for the maximum number of children in accordance with the risk assessment carried out by Thursby Primary School and having regard to the age and needs of the children and the types of activities taking place.

Where a child has a specific need, including a disability, admission will be based on:

- All parties agreeing that the environment is appropriate for the child.
- Liaison will be arranged with relevant professional support networks if applicable.
- The staffing levels can support the needs of the child.

## **Behaviour**

School policies, including behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe and efficient running of the club, parents will be informed of this by a member of the School's Senior Leadership Team in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will

result in the child being excluded from the club for a period deemed appropriate by the Senior Leadership Team.

### **Opening Hours**

Breakfast and After School Club is open term-time only with sessions running from;

Breakfast Club - 8am – 8.45am

After School Club - 3.20pm – 5pm

Will be closed during the holidays including bank holidays and INSET days.

### **Fees**

Our fees structure is as follows;

Breakfast Club - £3 per session, per child - This is inclusive of breakfast and a cold drink

After School Club - £6 per session, per child – This is inclusive of a snack and a cold drink

We operate a late collection fee of £5 per child for our After School Club.

All payments and refunds are to be made via ParentPay. Fees cannot be paid in cash or by cheque at any time. Payment is to be made at the time of booking. In circumstances where this is not possible, parents will receive an invoice from school requesting prompt payment. School reserves the right to restrict access to our clubs until the payment of monies owed is received.

We require 24 hours notice if you wish to cancel a booking. A full refund will be made if done so.

Only in exceptional circumstances will refunds for cancellations within 24 hours be made.

Children who are absent from school due to illness will automatically have their session cancelled and a refund will automatically be issued by the school office.

Childcare vouchers can be used for our Breakfast and After School Clubs. Please contact our school office either by phone on 01228 711180 or by email on [admin@thursby.cumbria.sch.uk](mailto:admin@thursby.cumbria.sch.uk) to inform us of your provider so arrangements can be made.

### **Arrival and Departure**

Breakfast Club children of all ages must be dropped off by an adult or person over 16 years of age. Children will be handed over to the Breakfast Club staff at the Hall Entrance from 8am. Arrival can take place up to 8:30am.

At each Breakfast Club session there will be a formal register taken. This will subsequently be handed to the admin team who will cross-reference pupils in attendance at that session against the online bookings made.

At the beginning of each After School Club session there will be a formal register taken. This will subsequently be handed to the administration team who will cross-reference pupils in attendance at that session against the online bookings made.

Children must be collected promptly at the end of your booked After School Club session by either the parent or a person named on your collection permission form. We will not release children to any siblings or children under the age of 16 years. Children are to be collected at

the Hall Entrance. School must be informed via the school office if your child is being collected by someone who is not a parent or name added to the collection permissions form. For the safeguarding of your child the school reserves the right to refuse to release a child to someone who is not on the collection permission form unless we have been notified.

The last pick-up and hand over times for after-school club is 5pm. Children may be collected anytime from 3.30pm.

In the event that a child is not collected from the After-School Club by the end of the session, the staff will:

- Establish if a message has been left by the parent/carer
- Contact the parent/carer
- Contact additional emergency contacts

If no contact is made and the child remains uncollected staff will contact the Headteacher. After all avenues of contact have been exhausted and staff have not received any contact from the parent or authorised collectors, the Headteacher will make the decision to contact the Cumberland Safeguarding Hub. At no time will a staff member be permitted to take a child off the premises unless instructed to do so by the Safeguarding Hub or the Headteacher.

### **Food Provision**

Both Breakfast and After School Club provide food for your child unless directed otherwise by the parent in writing. Our staff are aware of the School Food Standards and has received the required training in Food Hygiene. Both the Breakfast and After School Club team will provide food that meets the School Food Standards.

The team will provide for those children who have food allergies, intolerances or other food requirements such as restricted diets, provided the parents/carers inform us beforehand.

### **Sickness & Medication**

All staff members have first aid training. The priority is to provide an environment where children and adults are protected from the spread of illness and infection. Our Breakfast and After School Club therefore adopts whole school policy and procedures in relation to illness, administering medication and supporting pupils with medical conditions.