



Trevisker
Primary
School



Kernow Learning
Building Excellent Schools Together

Breakfast & After School Club Policy

Version number:	V1
Date adopted by LGB:	May 2023
Scheduled review date:	May 2024
Statutory or Best Practice policy:	Best Practice
Appendices:	No
School or Trust policy:	School

Meeting your communication needs:

We want to ensure that your needs are met. If you would like this information in any other format, please contact us on 01841 540363 or email trevisker@kernowlearning.co.uk

Breakfast & After School Club Policy

Aims

The Breakfast and After School Club provides quality wrap around care for pupils at Trevisker Primary School. The Aims of the Club are to:

- support families by providing before and after school childcare from 8.00am until 8.45am and from 3.15pm until 5.15pm respectively
- provide planned play activities
- offer the children breakfast each morning and a light snack at the end of the school day in a safe and friendly environment

Allocated Places and Time of Clubs

The Club has 16 places in the After School Clubs and 16 places in the Breakfast Club. The school environment and the minimum child ratios meets the requirements of DfE guidelines.

The Breakfast Club is accommodated in the hall where the children are offered a healthy breakfast snack and a drink and an activity. The After School Club have access to the school, the spare classroom and the KS2 playground. In these areas the children are offered healthy snacks and drinks.

Unfortunately, the Breakfast and After School Club is not able to provide one-to-one support for individual children. If your child has additional needs and would like to access the provision, please speak with the SENCo.

The Breakfast Club will run from 8am until 8.45am from Monday to Friday during term time. The After School Club will run from 3.15pm to 5.15pm from Monday to Thursday during term time. Both clubs will be closed during school holidays and for 5 days each year to provide staff training and development (INSET days).

The school reserves the right to make changes to the days and times offered due to unforeseen circumstances such as unavoidable staffing issues or acts of nature.

Admission/Booking Process

Admission/booking is via the office on a first come, first served basis. If there are no places at the time of application the child will be added to a waiting list. These places will then be offered as and when they become available to children on the waiting list.



Places are reviewed regularly. Office staff request as much notice as possible for booking children in and for cancellations.

For new arrivals to the school, priority will be given to siblings of pupils already attending the Club provision who can apply and will be allocated places on a first come first served basis. We do however regret that should all spaces become full during or before this process, sibling spaces cannot be guaranteed.

Any unclaimed places will then be offered to any person on the waiting list. Once all these places have been allocated a general offer will be open to the whole school.

Charges

The charges from Summer 2023 and Autumn 2023 are as follows:

- Breakfast Club - **£4.00** per child, per session (including breakfast)
- After School Club - **£4.00** per hour per child (including snacks)

Payment must be paid in advance when booking. Payment is required via Parent Pay (our online payment system). We also accept childcare vouchers. More information regarding what companies this includes and how to register can be obtained from the office.

If you no longer need a place

A minimum of 24 hours' notice needs to be given to the office if you no longer require a place at either Breakfast or After School Clubs. Notice should be sent to the school office trevisker@kernowlearning.co.uk

Late Payment

In line with school and Trust policies, the school reserves the right to withdraw a child's place if fees are not paid within 7 days of using the provision.

Late Collection from After School Club

We understand that in unforeseen circumstances, parents and carers might arrive late to the school for collection. All late collections will be logged giving the time and reason. Please ensure that the member of staff on duty in the club are informed of the reason for late collection.

Late collection logs are monitored by BASC leaders and should we feel that this is causing concern, we will inform you in writing that any future late collections will incur a late fee. The fee will be up to the cost of a session.



Non-attendance

If pupils are not in school due to medical/illness, an agreed exceptional leave, educational visits or residential, places will be held for the period of this absence.

In the event of pupils not attending more than two consecutively booked sessions, we will inform the parent or carer that this space is now being allocated to another pupil.

Related Whole School Policies

The Breakfast and After School Club is an extension of the school and therefore all school and Trust policies and expectations apply to all users of this provision.

