



King Charles Church of England Primary School



Kernow Learning
Building Excellent Schools Together

Breakfast and After School Club Policy

Version number:	V1
Date adopted by the Local Governing Body (LGB):	18 th 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 01326 313607 or email king.charles@kernowlearning.co.uk



Aims

The Breakfast and After School Club provides quality wrap around care for pupils at King Charles C of E 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 5.30pm 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 40 places in the After School Club and 25 places in the Breakfast Club. The school environment and the minimum child ratios meets the requirements of DfE guidelines.

The Breakfast Club is (unless unavailable) accommodated in the school's Creativity Hub where the children are offered a healthy breakfast snack and a drink. The After School Club have access to the Creativity Hub and the outside garden space. In both areas 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 SENDCo.

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 5.30pm from Monday to Friday 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 Covid restrictions or acts of nature.

Admission Process

The Local Governing Body (LGB) of King Charles C of E School is responsible for the admissions to the Breakfast and After School Clubs. Families do not have a statutory right to appeal to an independent panel in relation to Club admissions.

Admission is organised termly through an online booking system 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 be then be offered as and when they become available to children on the waiting list.

Families who sign up to a place/places complete an agreement with regard to terms and conditions and code of conduct.

Charges

The charges from September 2023 per session are as follows:

Breakfast Club - £5.00 per child, per session

After School Club - £9.50 per child, per session



Payment must be paid in advance when booking. Payment is required via PlusPay (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

If you wish to cancel your child's place(s) at either Breakfast or After School Club, please make contact with the office by phone on 01326 313607 or e mail kingcharles@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, family members 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 school 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 the cost of the booked session not attended for this reason will not be charged. Your PlusPay account will be updated accordingly. Pupils who do not attend a session as they are attending a King Charles School educational visit or residential will also have the cost of the session cancelled and PlusPay will be updated to reflect this.

If a pupil does not attend a booked session for any other reason, the charge will remain.

In the event of pupils not attending more than two consecutively booked sessions without the school being notified of a valid reason, we will inform the family member that this space is now being allocated to the next pupil on the waiting list.

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.