



Kernow Learning
Building Excellent Schools Together

Breakfast And After School Club Policy

Version number:	V2
Date adopted by Trustees:	11 th May 2023
Scheduled review date:	June 2024
Statutory or Best Practice policy:	Statutory
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 01637 880272 or email scmajor@kernowlearning.co.uk



Aims

The Breakfast and After School Club provides quality wrap around care for pupils at St Columb Major Academy.

The Aims of the Club are to:

- Support working parents by providing before and after school childcare from 7.30am 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 30 places in the After School Club and 40 places in the Breakfast Club. The school environment and the minimum child/staff ratios (1:16) determine that:

Wrap around care is accommodated in the school hall where the children are offered a healthy breakfast snack and a drink for breakfast and healthy snacks and drinks for after school club. During the after-school club session, children have access to the Key Stage One playground area.

The Breakfast Club will run from 7.30am 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)

Admission Process

The Local Advisory Board of Governors for St Columb Major Academy is responsible for the admissions to the Breakfast and After School Clubs. Parents do not have a statutory right to appeal to an independent panel in relation to Club admissions.

Bookings are made 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.

Parents are asked to book their child a place each half term and payment needs to be made in advance of the sessions. Parents will be notified of their place within 10 working days. Any changes to the agreed long-term booking should be made at least 24 hours in advance.

Places are reviewed half termly via our school booking system. In the case of an emergency a place can be booked via the school office.





Charges

The charges from September 2023 per session are as follows:

Breakfast Club - £3.50 per child

After School Club – 3.15 - 4.30 pm £5.00 per child 3.15 - 5.30 pm £10 per child

Booking and Payment

Places for the Breakfast and After School Club need to be booked and paid in full, online via +Pay. A parent user guide for school money can be found on the website or from the school office. Payments are to be made via debit/credit card. We also accept childcare vouchers. More information regarding what companies this includes and how to register can be obtained from the office.

The school reserves the right to withdraw a child's place if fees are not paid.

Illness and cancellation

If a child is unwell on the morning of their booking, please leave a message by phoning 01637 880272 or sending a message via the school office.

Emergency contact

The school office hours are 8.15am-4.30pm, if you need to speak to a staff member of the wrap around care team, please call 01637 880272.

Review and Monitoring

This policy will be reviewed annually by the St Columb Major Academy's Local Governing Body.

