NEW SILKSWORTH ACADEMY

ALLIANCE • AMBITION • ACHIEVEMENT

Breakfast & After School Club Policy

Policy Dated:	September 2026
Adopted by Governing Body:	July 2026
Date of Next Review:	Summer 2027
Reason for Review/Revision:	Annual Review
Publication Scheme	Academy website
Version	2
Lead	School Business Manager

Breakfast and After School Club Policy

New Silksworth Academy aims to:

- provide a fun, safe and secure environment for pupils at the beginning and end of the school day.
- provide an affordable, self-sustaining, childcare facility for parents/carers during term time.
- provide children with a nutritious snack and drink at the start and end of the day in a pleasant and relaxed environment.
- provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.
- continue to build positive links/relationships with parents/carers.

Opening Times:

Breakfast Club – 2YO/Nursery (available to 2YO who attend AM session, Nursery AM and Nursery All Day pupils)
Monday to Friday 7.45am-8.45am. Term time only.
Entry via 2YO entrance.

Breakfast Club – Reception – Year 6
Monday to Friday 7.45am-8.15am. Term time only.
Entry via Breakfast & After School Club building. Children who attend this session, will be escorted to the free provision below at 8.15.

A free breakfast club is available to all pupils from Reception to Year 6. This runs from 8.15-8.45 located in the Infant Hall.

After School Club – 2YO – Year 6. (available to 2YO who attend PM session, Nursery PM and Nursery All Day pupils)
Monday to Friday 3.30pm-5.30pm. Term time only.

Snack Menu

We will provide all children with a snack and drinks at both Breakfast and After School Club, for example:

Breakfast Club
Fruit, toast, cereal, milk and water

After School Club
Beans on toast, hot dogs, cheese and crackers, pizza etc

Activities

Activities include (but not limited to):

- Board games (top trumps, junior scrabble, connect 4 etc);
- Outdoor play
- TV and video (age related programmes (bbc bitesize, PG movies)
- Nintendo Wii with age appropriate games
- Colouring activities
- Age appropriate quizzes (wordsearch, crosswords etc)
- Dress up and role play area
- Reading

Closures

After School Club will only close under the following circumstances:

- When school is closed for a staff professional development day. All parents/carers are notified at the beginning of each academic year of these dates.
- Severe adverse weather conditions or problems with the building facilities, e.g. no heating or water supplies. All parents/carers will be notified of such closure by class dojo message and via the school website.

No charge is made for closure days.

Admissions Rationale

Our Breakfast and After-school club is open to all pupils who currently attend New Silksworth Academy. If your child attends part time (2 year old/Nursery) then the provision immediately prior or immediately after is available for booking, please see 'Fees' below. Places for our paid provision are limited and will be allocated to parents/carers on a "first come, first served basis". However, consideration will be given to children in any other exceptional or ad-hoc circumstances. Such circumstances must be discussed and agreed with the School Business Manager in advance.

For paid sessions Parents/carers must first complete our Breakfast and After School Club Application Form for our records. Parents/carers will then be advised if they have been successful in being able to access after school provision. In the event that the club reaches its maximum pupil numbers, we will maintain a waiting list for further families applying. When a place becomes available, Breakfast and After School Club staff will contact the next family on our waiting list. If the next parent/carer no longer wishes to take up a place, the next family on the waiting list will be contacted. Applicants will be required to abide by the terms and conditions of this policy.

Registration to the Club:

- Spaces must be booked online via parentpay for each paid session required for the following week.
- Payment must be made at the time of the booking in order for the booking to be confirmed. If bookings are not paid for within a 2 hour period on parentpay, the booking is cancelled. Registration lists will be printed each day by Breakfast and After School Club staff and attendance records maintained.
- Places can be booked up to 1 month in advance.
- Once sessions are booked and paid for on parentpay, this is a confirmed place at the club for the days requested.

Non-attendance

Places for our paid Breakfast and After School Club are in high demand and therefore it is important that children who have been allocated a place attend as agreed. If your child does not attend as expected and school has not been informed of the reason for the absence, contact will be made with parents to ascertain the reason for absence. In the event of regular non-attendance despite registering to the club for sessions, we will withdraw the Breakfast and After School Club place and offer it to another family on the waiting list.

If you cancel a paid Breakfast or After School session please ensure at least 24 hours notice is given to allow reallocation of the place to another parent/child.

Fees:

Breakfast Club – 2YO/Nursery (available to 2YO who attend AM session, Nursery AM and Nursery All Day pupils)
Monday to Friday 7.45am-8.45am. Term time only.
Entry via 2YO entrance.
£3 per session

Breakfast Club – Reception – Year 6
Monday to Friday 7.45am-8.15am. Term time only.
Entry via Breakfast & After School Club building. Children who attend this session, will be escorted to the free provision below at 8.15.
£1.50 per session

After School Club fees are: (available to Nursery/2YO PM pupils)
Wraparound 1 - 3.30pm – 4.30pm £3.50 per session per child.
Wraparound 2 - 4.30pm – 5.30pm £3.50 per session per child *(only to be selected if your child currently attends an after school club until 4.30 (for example – football)*
Wraparound 3 - 3.30pm – 5.30pm £7.00 per session per child.

This charge covers all snacks, drinks and activity equipment/resources provided. Payment must be made at the time of booking sessions. If the club facility is required for an emergency situation or on a one-off basis, this must be agreed with the School Business Manager/Office Manager prior to the session taking place and payment must be made on the day.

- No refund will be given for sessions only partly attended (ie. if the child leaves earlier than the booked session time).

Late Charges

Late charges will apply where a child is collected 5 minutes late (or more) than their booked session time. The late charge will be the difference between the fee already paid and the next session time charge (ie. if a child is booked in a session for 3.30pm-4.30pm and is not collected until 4.36pm, the charge will be increased from £3.50 to £7.00 (the next charging bracket). Late charges must be paid on ParentPay by the end of the week that the session took place in. If late charges go unpaid for 2 weeks, the school reserves the right to withdraw the club place.

No provision is available for late collection after 5.30pm.

However, if a child is collected after 5.30pm, a late charge of £10.00 is applicable. If a child is collected after 5.30pm on more than 2 occasions in any 1 month rolling period, the place will be withdrawn.

Booking Sessions

Once a parent/carer has received confirmation from school that places are available to their child(ren), the following process needs to be followed:-

- The required sessions must be booked online using ParentPay. ParentPay account details and any guidance on how to book places will be provided to all parents in advance.
- Bookings need to be made per child per session.
- Payment must be made at the time of the booking in order for the booking to be confirmed. Only sessions that have been booked **and** paid for in advance will be honoured. The booking and payment facility closes at 12.00 midnight each Sunday evening for the following week. Any payments not made by this time result in the booking being removed from Parentpay.
- Registration lists which indicate booked and paid for sessions will be printed from Parentpay for each day for use by the Breakfast and After School Club staff in order to manage the correct attendance at the Club.
- Once the maximum number of bookings per day has been reached, no further bookings will be possible.
- For emergency cover or additional ad-hoc additional sessions, school should be contacted as far in advance as possible in order that availability can be checked. School will then be able to confirm (or otherwise) whether a session can be made available to book.

Once sessions are booked and paid for on parentpay, this is a confirmed place at the club for the days requested. No additional confirmation will be issued by school.

Cancelling Places

Places may be cancelled if your circumstances change.

Less than 24 Hours Notice

If a breakfast and after school club session is cancelled with less than 24 hours notice, no refund can be offered. This is because availability and reallocation of the place to another parent/child is not possible.

More than 24 Hours Notice

If 24 hours notice is provided, the place(s) can be cancelled by contacting the school office by email (office@newsilksworthacademy.co.uk) who will cancel the place(s) on your behalf and which will generate the appropriate credit to your Parentpay account.

Collection

Children should be dropped off and collected directly from the Breakfast and After School provision, located to the left of our Infant Yard at the time requested in your booking. If your child is not collected at the time indicated in your booking, they will remain in school and an additional charge may be payable. On the rare occasion a parent/carer may be running late, we expect the parent/carer to contact the Breakfast and After School Club by contacting the school on 0191 5000015 and selecting option 2, please do not leave a message on the main school line regarding after school club collection issues etc as the school office will be closed. As per school arrangements, it is expected that the primary carer(s) will collect children. Where this is not the case (either on a regular or ad-hoc basis), parents/carers must notify school in advance of a change of collection arrangements. Under no circumstances will children be released to an adult other than the primary carer(s) without prior permission being provided. In the event of another adult arriving to collect a child, staff will contact the primary carer(s) to confirm arrangements. Please also note that we do not recommend children in Year 5 and Year 6 being allowed to walk home alone.

If a parent/carer is **more than 30 minutes late** to collect their child(ren), the following procedures will apply:

- The Club Leader will contact the primary parent/carer again and leave another message, if no contact can be made.
- Club staff will continue to attempt to reach other emergency contacts provided.
- If no contact can be made with either the primary parent/carer or any other emergency contact, we will contact the local social care team for advice.
- Your child will remain on the premises with a member of staff or will be placed with the local social care team.
- If your child has left the premises with the social care team, a note will be left on the door to the club informing you of your child's location, a contact number and address.
- We will issue a penalty notice of **£10.00** and may cancel your child's place at the club.
- You should be aware that repeatedly being late to collect your child or consistently not collecting your child may be a safeguarding concern. If staff believe this is the case, they will raise their concern with the school's designated safeguarding lead who will investigate further.

Arrears

Arrears are not permitted. Payment must be made via ParentPay at the time of the booking(s). Any booking(s) not paid for within a 2 hour period are not confirmed and are removed from the booking system.

Behaviour

All children attending the Breakfast and After School club must follow our Behaviour Policy. If a child continually refuses to follow the Club staff instructions which are to ensure their safety and that of those around them, parent/carers will be contacted to discuss the concerns. In extreme circumstances, the school reserves the right to withdraw the place.

Medical Conditions and Administering Medication

Please inform a member of the Club staff or your child's teacher immediately of any changes to medical conditions and/or allergies stipulated on the After School Club Application Form.

- All medication is administered in line with our Administering Medication Policy.
- You must declare on the registration form any known illness or allergies that your child has.
- If your child later develops an illness that requires them to have medicine administered during their time at the club, you must follow usual school procedures and complete a medical form (available from the school office or on our website).
- Only prescribed medicine may be administered by school staff. Medicines bought over the counter are not permitted to be administered in school.
- The Club staff will follow the instructions provided on the medical form completed by the parent for administering the medicine. Another staff member will also be present.
- Details of the administration of medicines are recorded on the medical form.
- If a child refuses to take their prescribed medicine, staff will not administer it and the parent will be informed at collection.
- If specific medication requires training in order to safely administer, only a member of staff with the relevant training will do so.
- Parents/carers must inform the Club staff immediately of any changes to the dosage or frequency of any medication as soon as possible. A new medical form will be provided for completion.

Child Protection

New Silksworth Academy will take any reasonable action to ensure the safety of children attending Breakfast and After School Club. In cases where we have concerns that a child may be subject to significant harm, ill treatment, neglect or other forms of abuse, staff will follow safeguarding procedures. A member of the safeguarding team will be available at all times during the club hours.

Our Designated Safeguarding Persons are:

Mrs Emma Robins, Headteacher
Mrs Sarah Mincher, Deputy Headteacher
Mrs Nicola Potts, Social Inclusion Officer
Mrs Emma Seaman, Assistant Headteacher
Miss Kirsty Green, Class Teacher

By signing this form you confirm that you have read, understood and agree to the school's Breakfast and After School Club Policy.

Pupil Name:	
Signed Parent/ Carer:	
Date:	