



Breakfast and After-school Club Policy

**Reviewed February 2026
Review Date September 2026**

Abbey Primary School

VERSION CONTROL

VERSION	DATE	AUTHOR	CHANGES
1	Feb 2024	Mr N Harris	No changes
2	Sept 2025	N Harris	Change of parentpay to Arbor
3	Feb 26	N Harris	Price increase

Breakfast and After-school Club Policy

Abbey Primary School provides extended childcare provision for its pupils via the Breakfast and After-school Club.

Aims

- To provide high quality childcare that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To foster good relationships between the children encouraging cooperation and providing help and support.
- To work in close partnership with parents/carers.
- To provide children with breakfast and/or a light snack and drink at the after-school club.
- To offer a range of structured and free play opportunities and activities to engage and stimulate the children and foster their independence and self-esteem.

Prices

Breakfast Club	
Cost	£4.00 per session
After-school Club	
Cost	£10.00 per session
Discount available if both Breakfast and After-school Club are taken on the same day	£13.00

We do not operate hourly charges. The price paid is per session and includes food and drink. (Therefore, the price remains the same regardless of the length of time your child has actually spent at the club). The Governing Body reserves the right to increase these charges as appropriate. Please note that there is no sibling discount.

Bookings and Payment

Parents/Carers will book using their Arbor account by choosing either, breakfast club, afterschool club or breakfast and afterschool club and selecting the dates required. This will then be added to your basket at which point payment will be required to complete your booking. When making bookings via Arbor you agree to the terms and conditions set out in this policy.

Cancellations / Amendments to Bookings

Bookings for breakfast and after-school club can be made, cancelled, or amended up to 3.00pm the day before required. If you need to make any changes to a booking, please email breakfast_afterschool@abbey.notts.sch.uk **Any bookings made after this time will incur a £5 late booking fee per child. Cancellations after this time, or if a child does not attend for any reason a refund will not be issued.**

It is very important to make bookings by the deadline, we do our best not to limit spaces and to be as flexible as possible. However, if children attend the club without a prior booking or at the very last minute this will impact on the safety of the club because it could exceed the required staffing ratios. It will also impact on the amount of food served as the correct quantities are ordered based on the number of bookings received.

In the case of an emergency which requires you to book a place at the club after the deadline, please contact the school office to discuss and we will try to accommodate your request (Please note this will still be subject to the late booking fee).

Please note that for any bookings approved after the deadline above, children will not be guaranteed a meal but will be offered a snack such as toast.

Childcare Vouchers

If you wish to pay using childcare vouchers, you will need to notify the school office via vouchers@abbey.notts.sch.uk who will credit you Arbor account to allow you to manage your own bookings through Arbor. This facility is only available to those families that have indicated that they wish to pay by childcare vouchers. You should notify the office if you are using these for the first time to ensure we have set up your childcare voucher organisation.

Arrivals and departures

The safe arrival and departure of the children in our care is paramount. Staff will ensure that an accurate register is kept of all children in the clubs, and that any unexpected arrivals or departures are recorded in the registers. The registers are kept electronically via our Management Information System, ParentPay.

Please ensure that emergency contact details and medical information (allergies etc) are kept up to date with the main school office.

Admissions Policy

We are a fully inclusive club open to **all** Abbey Primary School pupils. Should your child have any additional or special needs please speak to the provision staff to ensure your child can be appropriately supported during their time at the club.

Breakfast Club

Breakfast club opens at 7.30am – 8.45am. Entry is through the hall doors to the right-hand side of the building adjacent to the rear carpark where your child will be registered by a member of staff.

Breakfast Club will operate in the main school hall for all pupils. At the start of the school day, children will be escorted to their classroom in readiness for the start of teaching time.

Breakfast Club operates on normal school days, Monday to Friday, Term Time only. Children may be dropped off between the opening times above.

Children arriving up to 8:20am will have access to a choice of cereals, and toast to begin their day. Milk, juice and water are also available. Any dietary requirements will be catered for.

Children will have the opportunity to be involved in a number of fun activities. The emphasis is on the children having the best start possible to prepare them for the school day. Children may participate in any activity offered to them, but they are given the freedom to choose how they spend their time.

If your child is not attending Breakfast Club due to illness, an appointment or for any other reasons can you please let the Breakfast Club staff know by calling 07749 492844.

After-school Club

The After-school Club operates between 3.15pm – 6.00pm Monday to Friday, term-time only. An after-school register is daily and names of the children attending After-school Club that evening are written on the whiteboard on each classroom door.

At the end of the school day children will be collected from their classrooms by their Year Group Teaching Assistant and escorted to the After-school Club where they are registered by the After-school Team.

Any children attending after-school extra-curricular clubs and then attending our Afterschool club will be brought to the after-school Club as stated above **before** their activity or class teachers will make the after-school staff aware that they are attending an extra-curricular club. If they are taken to after-school club first, they will be highlighted on the register and then escorted to the extra-curricular club by a member of the Afterschool Club team, who will notify the member of staff running the extra-curricular club they are to be brought to afterschool club when they finish. On their return to After-school Club they will be re-registered and marked as present in the After-school provision.

Collection of children from afterschool club is through the hall door to the right-hand side of the building adjacent to the rear carpark. Parents/carers must inform the club in advance if someone who is not listed on the child's contact list is to collect the child. Staff will contact the parent/carer for confirmation if they have any concerns regarding dismissal. Children will **not be** allowed to leave the club on their own or with an adult who is not known to staff.

The children will be offered a light snack during their time at the After-school Club. Menus will be published on the Wraparound Care section of the school website. Any dietary requirements that school are aware of will be catered for. If your child does not like the food on the menu you are welcome to send a healthy snack for them.

The children will have the opportunity to be involved in a number of activities. Typical activities include outdoor team games, books, Lego & construction toys, art & craft activities, drawing or puzzles or help with reading and homework.

The emphasis is on play and children winding down after their school day. Children may participate in any activity offered to them and whilst there are structured activities, they are generally given the freedom to make their own choices to promote self-confidence, independence and self-esteem.

School Events

In the case of a school event, where the hall will be used, parents will be notified via text message to collect their child from an alternative door. There will be instructions to call the After-school club team on 07749 492844 and inform them you have arrived and a member of our team will then bring your child to you.

School Disco Events: If you wish for your child to attend a disco, you will need to purchase your child's tickets from friends of Abbey by the date stated, you will also need to notify our team that you would like your child to attend the disco from Afterschool Club (please make sure your child has everything they need on the day to avoid disappointment, tickets, spending money and a change of clothes). Our afterschool club team will chaperone children to the event. All children will still receive their light snack from After-school club, if you wish for them to have food at the disco they must have food tickets with them on the day. All children must be collected from the designated After-school club door, they cannot be dismissed from the disco directly.

Late Collection of Children

The After-school Club finishes at 6.00pm and there is no facility for an extension to this time. We realise there may be circumstances where parents are unexpectedly delayed but these should be a rarity and not frequently occurring. In the event of an unexpected delay in collecting your child please telephone the after-school club staff on 07749 492844 to let them know as soon as possible. This number will only be available during the club opening times, please do not leave a message.

Late collection of children, unless notified, will result in staff following procedures for non-collection

of a child.

- The child must stay with an after-school club member of staff at the school until they are safely collected.
- The provision manager will contact the parent/carer's mobile, place of work and home.
- The provision manager will contact alternative documented person's from the child's personal file to collect the child.
- The staff will remain in care of the child for half an hour after closure whilst continuing to contact all numbers given.
- Children who have not been collected by 6.30pm without any explanation would then become a safeguarding concern in line with the school's safeguarding procedures. The Designated Safeguarding Lead will act accordingly in line with school policy and will contact the Local Authority Multi Agency Safeguarding Hub (MASH).

Late collection will result in a £10.00 penalty charge per child. When late collection after 6.00pm occurs regularly, we reserve the right to withdraw your child's place from the club.

Going Home and Signing Out

All children will be signed out by a member of staff.

Safeguarding and Health and Safety

The Breakfast and After-school Club follow the school's safeguarding policies and health and safety policy, all of which are available on the school website.

Behaviour

Your child will need to maintain acceptable levels of behavior at the club in line with the School Behaviour Policy. If staff have any concerns about your child's behaviour they will speak directly to you to make you aware. If your child's behaviour does not improve and jeopardises the safety and enjoyment of other children, this may result in your child being unable to attend the provision.

Accidents and Illnesses

In the event of a child falling ill or having an accident, relevant school first aid policies and procedures will be followed, and parents will be contacted as soon as possible, if deemed necessary. Basic first aid will be given by a qualified member of staff and the accident book completed.

Medication

The clubs follow the school's Administration of Medicines Policy, which includes guidance and procedures on medicines in school. This policy can be found on the school website.

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring, and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Single Equality Policy which is available on the school website.

Complaints

All complaints will be dealt with in line with the Trust Complaints Procedure, which can be found on the school website.

Other policies

The Breakfast Club and After-school Club will adhere to all other school policies.