	North Wootton Academy **Priory Lane** **North Wootton** **Kings Lynn** **Norfolk** **PE30 3PT**
Name of policy:	**Breakfast and After School Club Policy**
Lead member of staff with responsibility for this policy:	James Grimsby
Date of governors meeting when policy agreed:	November 2021
Type of governors meeting:	Academy Council
Date of implementation:	5th October 2026
Details of dissemination:	The policy is available for all staff, visitors, pupils and parents.
Date due for review:	October 2027

Aims:

- To provide childcare before and after school
- To promote the health and wellbeing of children

- To provide a caring and welcoming environment for children at the start and end of the school day
- To provide a range of activities to meet the needs of the children in our care at the start and end of the school day

At North Wootton Academy, we run two very popular Extended Care clubs.

Breakfast Club

Our popular Breakfast Club opens every school day at 7:45 a.m.

After School Club

Our After-School Club is open every school day for children who attend North Wootton Academy.

We will ask you to complete a Collection Arrangements form when your child first starts in our After-School Club and this form will list any persons you have authorised to collect your child.

Signatures are required from authorised persons when they collect children and unless they are named on the Collection Arrangements form we will be unable to release your child. Please ensure we are advised of any changes to collection arrangements to save us having to make unnecessary phone calls to seek clarification.

Booking

Please note that you do need to book in advance for both of these clubs as they are not available on a 'drop in' basis. Late or same day bookings will need to be booked via the school office. However, as long as pre-booking is received, we can add your child onto our registers with immediate effect.

Sessions should be booked and paid for in advance online via Scopay**.** You can also book by giving our school office a ring on **01553 672385**.

Cancellations

If you need to cancel your session for any reason, we ask for **at least 48 hours' notice**. Cancellations after this time **will** be charged at the rate for your booking.

Prices and payments

Breakfast Club

£3.25 per day, plus an additional £1.00 for breakfast.

Breakfast items include - toast, cheese on toast, porridge, fruit, yogurt and cereal.

Afterschool Club operates every school day – Monday to Thursday from 3:15pm until 5:30pm and Friday 3:15pm until 5:00pm.

After School Club

We operate a tiered pricing structure for our After-School Club to offer affordable and flexible choices for parents. Prices are fully inclusive of all activities and include a healthy snack during the session.

Our pricing structure for children attending:

3:15 p.m. - 4:15 p.m. - £4.00 per session

3:15 p.m. – 5:00 p.m. - £5.50 per session

3:15 p.m. - 5:30 p.m. - £9.00 per session

Our pricing structure for children attending after an activity club:

This is designed to ensure no parent is advantaged or disadvantaged by their child attending an activity club prior to using our After School Club.

4:15 p.m. – 5:00 p.m. – £1.50 per session (this option is available for children who attend an activity club)
4:15 p.m. – 5:30 p.m. – £4.50 per session (this option is available for children who attend an activity club)

Late Collection from After School Club

You must collect your child by 5:30pm Monday to Thursday and 5:00pm on Friday. Late collection will incur a penalty fee.
If your child is booked in for part of the session and collected late, the next full session fee may apply.

Breakfast Club and Afterschool Club operate during term time only.

Register:

The staff in charge of the club records every child's attendance in a daily register. Staff will sign them in on the register. The time in/out must be recorded in the register.
Children must be collected by the end of the session for which they are booked. If a parent/carer is late collecting for a part session then they will be charged to cover the cost of the next full session. If children are not collected by 5:00/5.30pm, the end of the club session, parents/carers may be charged a late collection charge of £5.00 and the following procedure will be followed:

- All information regarding normal collection routines will be checked by the club leader.
- Parents will be contacted using the information provided on the After-School registration form. Should the club leader be unsuccessful in contacting the parents, information from details provided to the after-school club will be used to contact an authorised adult as named by the parent/carer.
- If an authorised adult is unable to collect the child, the after-school club leader will contact the Principal.

- If an authorised adult does not collect the child by 6.00 p.m. the club leader will inform the Principal who will contact social services.

Staffing and Qualifications
Staff are school teaching assistants who are First Aid trained and have received Safeguarding training.
The staffing ratio for out of school clubs in which the youngest children are of reception age or older is 1:12. Other staff members are available for the duration of each club, if needed.
A senior leader is present until at least 5pm each day.

Storage of equipment
The club's own equipment is stored in the cupboards in the school hall for ease of access. The clubs are able to use school equipment with the prior agreement of the headteacher. (For example, i-pads, sports equipment)

Code of Behaviour
Expectations reflect our school policy on behaviour. Consequences for poor behaviour are in line with school policy and procedures. Persistent poor behaviour will result in the offer of a place at Breakfast Club and After School Club being removed.

Health and Safety
The environment for the clubs is risk assessed and reviewed regularly. All activities are risk assessed by the club staff and approved by the Principal.
The staff have access to the school First Aid kits.

Medicines
Club staff are not obliged to administer medicines. Any request for the administration of medicines must be done in line with the school First Aid and Medicines Policy.
Any injuries must be recorded and reported to parents/carers on collection. Parents will be contacted for any head/face injury.

Safeguarding
Parents and carers must see children on to the school premises.
Children will only be released to the care of named adults, and this adult will need to sign the register to confirm collection.

Photographs
The staff will use and store data and photographs in accordance with the school policy. Photographs will be used for displays, as evidence of a range of play activities and on the website but only with parental permission.

Mobile phones
Mobile phones will only be used in an emergency to contact parents. Club staff have access to the school phones.

Mobile phones will not be used by staff for personal use during the session and must be kept in a locker or secure classroom. Mobile phones will not be used to take photographs of children at the club.