

Holwell Primary School



# Breakfast and After School Club Policy

|                    |               |
|--------------------|---------------|
| Status             | Approved      |
| Date Approved      | January 2026  |
| Review Date        | January 2027  |
| Head Teacher       | Miss S French |
| Chair of Governors | Mr J Dunmore  |

**Statutory policies are approved and ratified by the Governing Body and the approval of policies are recorded within the minutes of the meetings.**

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## **Introduction**

Holwell Primary School provides a Breakfast Club and After School Club, as wraparound care provision. Both clubs are located in our spacious dining room. The aims of both clubs are to:

- Provide 'Wraparound Care' in a safe and secure environment for the children
- Provide a variety of stimulating and exciting play opportunities for the children in a group situation.

Throughout this policy, the term "Out of School Clubs" refers to both the Breakfast Club and After School Club.

## **Breakfast Club**

Breakfast club runs every morning during term time from 7:45am to 8:35am and is limited to 30 children per morning.

| <b>Sessions</b>  | <b>First Child fee</b> | <b>Sibling Fee</b> | <b>Food provided</b> |
|------------------|------------------------|--------------------|----------------------|
| 7.45am to 8.35am | £5.00                  | £4.00              | Yes                  |
| 8.10am to 8.35am | £2.50                  | £2.00              | No                   |

## **After School Club**

After School Club runs every afternoon during term time (not including the last day of term, where there is an early school finish) from 3:15pm to 6pm and is limited to 50 children per afternoon.

| <b>Sessions</b>  | <b>First Child Fee</b> | <b>Sibling Fee</b> | <b>Food provided</b> |
|------------------|------------------------|--------------------|----------------------|
| 3.15pm to 3.30pm | £1.25                  | £1.25              | No                   |
| 3.15pm to 4.00pm | £3.75                  | £3.20              | No                   |

|                  |        |        |     |
|------------------|--------|--------|-----|
| 3.15pm to 5.00pm | £8.75  | £7.25  | Yes |
| 3.15pm to 6.00pm | £13.00 | £10.50 | Yes |

**If you need to contact the After School club after 4.00pm, please ring 07835 228897.**

Please ring the school telephone number at all other times (as this number is not monitored before 4pm).

### **Registration and bookings**

To register your child for the Out of School Clubs a registration form must be completed. Registration forms can be found on our website ([www.holwell.herts.sch.uk/parent-partnership/afterschool-club](http://www.holwell.herts.sch.uk/parent-partnership/afterschool-club)) or by requesting a copy from the school office.

Once your child is registered, you will be able to book and pay for sessions via the Arbor app. If you require assistance to book sessions, please contact the school office.

### **Payments**

We accept payments via the Arbor app or by childcare vouchers. We are unable to accept cash payments. Payment is requested at the time of booking. If accounts become a week or more in arrears, then further bookings into the clubs may be suspended until payment is made.

### **Childcare vouchers**

Please inform the school office if you wish to make payment via childcare vouchers. Payment will not be required at the time of booking however, payment is required weekly. Childcare vouchers can be paid in advance. Both clubs are registered under the Ofsted number of Holwell Primary School (117175).

### **Late collections**

Late collections from After School Club will incur a penalty. Frequent late collections may result in deregistration from the club.

### **Cancellations**

We request that bookings are cancelled at least 24 hours in advance. Cancellations with less than 24 hours' notice are non-refundable.

### **Other After School Activity Clubs**

There are other after school activity clubs that run throughout the academic year including: football, dance, netball and musical theatre. These clubs typically finish at 4:15 pm.

If your child attends one of these clubs and requires care in the After School Club afterwards, they will be escorted there by the teacher running the activity. When booking sessions for the After School Club, you will need to book the full session (e.g. 3:15 pm – 6:00 pm). We are unable to offer a reduced rate, as your child's place is held for the entire session. Please note that occasionally, after school activity clubs may be cancelled. In such cases, your child will go directly from class to the After School Club.

### **Special Educational Needs**

The Out of School Clubs are inclusive environments. If your child has additional needs, please contact the admin team before booking sessions to discuss support available.

### **Behaviour**

Positive behaviour is essential to create a safe environment where everyone's rights are respected. The Out of School Clubs follow the school's behaviour policy, which can be found on the school website [www.holwell.herts.sch.uk/statutory-information](http://www.holwell.herts.sch.uk/statutory-information) or a copy of the policy can be requested from the school office.

All pupils are taught the behaviour policy during school and understand that they have a duty to follow the behaviour policy and uphold the school rules during the school day and at the Out of School Clubs. Please note, if your child's behaviour reaches a C4 a phone call will be made and you will be asked to immediately collect your child from the clubs.

If there are repetitive behaviour incidents or a serious behaviour incident the parents / carers will be contacted and exclusion / de-registration from the Out of School Clubs could be applied, at the discretion of the Headteacher.

### **Safeguarding**

The Out of School Clubs follow the school's safeguarding policies including: Child Protection, Safer Recruitment, Whistleblowing and E-Safety. For further information about these policies, please see our school website [www.holwell.herts.sch.uk](http://www.holwell.herts.sch.uk) or request a copy from the school office.

### **Child protection**

All safeguarding concerns will be reported to a Designated Safeguarding Lead (DSL). A DSL is always reachable during both clubs operating hours.

If a child is at immediate risk of significant harm or likelihood of significant harm, the DSL will call Children's Services 0300 123 4043 and /or police 999.

### **Safer Recruitment**

The Out of School Clubs staff are employed by Holwell Primary School. All staff have been fully checked for their suitability to work with children, following statutory regulations included in DfE's Keeping Children Safe in Education.

### **E-Safety**

Children and staff are not permitted to use their personal mobile phones during the clubs. The clubs have use of Holwell Primary School's equipment and technology including: tablets and an interactive whiteboard. All equipment is filtered and monitored in line with our E-Safety Policy and Child Protection Policy.

## **Health and Safety**

The Out of School Clubs are committed to provide a safe and secure environment. Staff will adhere to the following guidelines:

- No child will be left unsupervised in the club at any time.
- Staff / child ratios of 1:10 minimum
- Visitors to the club will not be left unsupervised at any time and adequate identification will be required. Identification will be provided and prior appointments should be made where possible.
- Children will not be released with anyone other than the recognised parent/carer unless prior notice is given. A password will be held on file for each child which can be asked for from anyone collecting the children. If staff are unsure of the person collecting the child that child will remain at the club and parents will be informed of the decision.
- Entrance to the club will be monitored to ensure security at all times. Children will be signed in and out of the club.
- Parental/carer consent will be sought for the use of videos and photographs for promotional usage.
- The staff car park is not for parental use and we ask that all parents refrain from using it to drop off or collect from the clubs.

## **Food and Hygiene**

Children attending breakfast club during the 7:45am to 8:35am session are provided with breakfast. There is a range of food available including: cereals, fruit, yoghurts and toast. On Fridays a bacon roll (or a vegetarian alternative) is available.

Children booked into after school club for the 5pm or 6pm session will be provided with a light supper, which is served at 4:30pm.

Those responsible for the preparation of food are aware of hygiene and storage regulations and hold a food hygiene certificate. Tables used for food and drink are cleaned before and after use. Children are encouraged to wash their hands on a regular basis and before and after eating food. Children are not be allowed in food preparation areas.

## **Reasonable Adjustments for Individually Supplied Snacks**

In exceptional circumstances, and where this is considered a reasonable adjustment to support a child's individual needs (including but not limited to SEND-related requirements), parents and carers may request permission for their child to bring an individually packaged snack from home to After School Club.

All requests must be agreed in advance with the school to ensure compliance with safeguarding, allergy, and health and safety procedures. Parents and carers must email [admin@holwell.herts.sch.uk](mailto:admin@holwell.herts.sch.uk) to seek approval before any food is brought onto the premises.

Only snacks that are individually packaged, clearly labelled (which do not contain traces of nuts) and do not require any cooking / reheating and supplied directly by the parent/carer

will be considered. The school reserves the right to decline or withdraw permission if the arrangement presents a risk to other pupils or does not meet policy requirements.

### **Complaints and Comments**

*In the event of having comments, concerns or being dissatisfied with the clubs, the school's complaint procedure should be followed. The complaints policy can be found on our website, [www.holwell.herts.sch.uk/statutory-information](http://www.holwell.herts.sch.uk/statutory-information)*

### **Sickness and Injury**

In the case of a child becoming ill at the Out of School Club, staff will inform parents/carers as soon as possible and will be requested to collect their child. This is for the wellbeing of other children and staff on the premises and to prevent the spread of infection.

In the case of an injury at the Out of School Clubs, staff will provide first aid and complete an accident form. The parent or carer collecting the child will be asked to sign the accident form. If the injury is to the head or face, a phone call to the parent or carer will be made and depending on the injury, collection of the child maybe requested.

### **Valuables / Personal items**

Children are not permitted to bring their own toys or games into the clubs. The Out of School Clubs cannot be held liable for any damaged caused to personal items.

### **Policies**

The Breakfast Club and After School Club operate in accordance with all Holwell Primary School policies, including but not limited to:

- Child Protection and Safeguarding Policy
- Behaviour Policy
- Parent Code of Conduct
- Data Protection (GDPR) Policy
- Health and Safety Policy
- Charging and Remissions Policy
- Healthy Eating Policy

Copies of most policies are available on the school website. Should you require access to a specific policy, please contact the school office at [admin@holwell.herts.sch.uk](mailto:admin@holwell.herts.sch.uk)