

Moss Park Primary School



Achieving Excellence Together

Breakfast & After School Club Policy

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1. Introduction

The clubs operates from 8:00 am - 8:40 am and 3:30 pm - 6:00 pm term time and current costs for each session can be obtained from the School Office. A copy of this policy is provided to all parents of children attending Breakfast and After School Club and is also available on the school website.

All parents/carers must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

2. Admissions

- Only children attending Moss Park Primary School are eligible to attend the Breakfast and After School Clubs
- Nursery children who need Breakfast Club are entitled to a place
- In our After School Club we hold a maximum of 6 places for Nursery children
- All places are subject to availability, parents must book sessions themselves directly using Parent Pay. Payment is required upon booking.
- The registration process must be completed prior to the child's commencement at the Breakfast and After School Clubs
- All parents will receive a paper copy of this policy and it is also available to view via our school website
- All parents must read and sign the contract and complete a registration form.
- All After School Club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register
- 24 hours' notice is required for cancellations otherwise there will be a charge
- 24 hours' notice is required for booking

3. Arrival and Departure

Breakfast Club

- Parents/Carers are required to bring their child directly to the club and a member of staff will sign them in.
- We don't allow adults into school at this time for safeguarding reasons
- Children will be escorted to their classroom at 8:45am by the Breakfast Club staff

Collection of Infant Children for After School Club

- Early Years and Infant pupils will be collected by the After School Club staff
- Junior children make their own way to the hall at 3:25pm

The After School Club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure

- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date
- Parents must inform the School Office if their child is going to be absent from Club
- Collection is made via buzzing the gate on the Infant playground to gain access for signing out until 5.55 pm, when remaining children and staff move round to the main front office door
- Parents must ensure their child/children are off the premises by 6pm

4. Daily Routine

Breakfast Club

- 8.00 am to 8:30 am – parents bring their children to the Breakfast Club situated in the Hall where a range of activities are set out
- 8.00 am – children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast
- 8:40 am – tidy up time encouraging the children to take responsibility for the Hall
- 8:45 am – children collect their coats and bags. Infant children are escorted to their classrooms where they meet up with the rest of the children; junior children will make their own way to class

After School Club

- 3.25 pm – pupils arrive and settle for register
- 3.30 pm – games and activities indoors
- 4.15 pm - wash hands and snack is eaten as a club at tables
- 4.30 pm/4.45 pm - outdoor activities and free choice
- 5.00 pm - Short session finishes
- 6.00 pm - club closes

5. Behaviour

Moss Park's Behaviour policy applies to all our pupils on the premises. There is a copy of our Behaviour policy on the school website and a paper copy can be obtained from the office on request. *'Ready, Respectful, Safe'* are the key themes of our behaviour expectations.

Whilst attending our Before and/or After School Club, children are expected to:

- Use socially acceptable behaviour
- Respect one another, accepting differences of race, gender, ability, age and religion
- Choose and participate in a variety of activities
- Ask for help if needed
- Enjoy their time at the Club

Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Sticker rewards
- Informing parents about individual achievements

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner
- Staff will explain why the behaviour displayed is deemed inappropriate
- Staff will encourage and facilitate mediation between children to try and resolve conflicts through discussion and negotiation
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the staff from both Breakfast and After School Clubs may decide to temporarily or permanent exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

6. First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of staff
- Accident records must give details of time, date and nature of the accident, details of the child involved, type and location of the injury, action taken and by whom
- All incidents are dealt with by a qualified first aider

Parents of any child who becomes unwell during after school club will be contacted immediately. If a child is sent home during school hours, After School Club will be informed of their absence.

7. Payment

All fees and statements are shown on the child's Parent Pay account. It is Parents/Carers responsibility to pay for Breakfast & After School Club in advance.

If a parent/carer is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

If a child who is booked in for the 'short session' is not collected by 5.00pm then the 'full session' fee will be charged.

If a child has not been collected by 6.00 pm then the first contact will be telephoned. Then any subsequent contacts as per the Registration Form. School will contact the police and/or social services if no contact has been obtained by 6.30pm.

If a child is collected late on 3 separate occasions in a term they will no longer be able to attend any further After School Club sessions until the following term and their name will be removed from the ParentPay booking system.

S Nunwick 8/5/26