

Breakfast & Afterschool Club Policy



"Building on a tradition of achievement and values in a caring environment"

Written: September 2025

Date of Review: September 2026

Leader: Headteacher

School Aims:

Kirkby Church of England Primary School aims to help and support working parents by providing:

- Breakfast Club Provision from 7.50am - 8.50am
- After School Club Provision from 3.15pm - 5.15 pm

Our school clubs cover a wide range of activities from art to puzzles, games, group play, reading and wellbeing. All our sessions are teaching assistant-led with lots of help and ideas for everyone.

We aim for our school children to have the best start to their day, feel ready to learn in class and to wind down at the end of the school day and help process what we have learned that day.

Breakfast Club Provision offers our school children a healthy option food choice. We offer a wide range of different healthy food choices each day.

After School Club Provision offers our school children a light healthy food snack. We offer a different snack option each evening.

We aim to ensure that our school children are happy within our school clubs and ensure a safe, friendly, and happy environment daily.

Terms and Conditions of the Clubs:

The breakfast and after school club are run by Kirkby Church of England Primary School and its staff members.

Both clubs are **only** currently operating for children attending Kirkby Church of England Primary School.

The Breakfast Club Provision provides a healthy breakfast option each day (this includes a choice of healthy food choices).

The After School Club Provision provides a healthy and light snack option.

Both clubs offer daily fun activities such as drawing, game playing both board and electronic, indoor and outdoor play and sports.

A homework table is available to children should they need to complete their homework during After School Club. However please note:

Club staff members are not responsible for helping club children with their homework.

Daily club staff members are responsible for the care and management of children during both clubs' hours. Children will be supervised in both clubs by Kirkby Church of England staff members during indoor and outdoor play activities (weather permitting).

Kirkby Church of England Primary School comply with environmental health food safety standards and when serving food, club staff members have had the appropriate food hygiene training/ certification to meet food safety standards legislation.

Both clubs adhere to daily attendance requirements and comply with legal guidelines regarding adult-to-child ratios at all times. The clubs work closely with the Knowsley Wraparound team, who

provide support and conduct visits to ensure compliance with Wraparound, DfE, and Gov.uk legislation. These standards are consistently maintained to safeguard children and uphold statutory requirements.

The number of children places offered daily are:

- Breakfast Club is capped at 40 children per day for pupils from Nursery – Year 6
- After School Club is capped at 26 children per day for pupils from Nursery – Year 6.

All children attending our schools' clubs are expected to behave well, show respect, be polite, look after equipment and resources and be co-operative to our club staff members and to each other. Any children who behave inappropriately, depending on circumstances of the incident will be either temporarily or permanently banned from accessing the clubs. This decision will be upheld by the Head Teacher and in accordance with our schools Disciplinary Policy.

Parents MUST keep the school informed of any changes of emergency contacts, medical conditions, and dietary requirements via the school office.

The Daily Cost of the Clubs:

- Breakfast Club Provision £3.00 (Daily Rate)
- After School Club Provision £7.00 (Daily Rate)

The club daily rate covers the oncost of staffing, utilities, daily healthy food options, drinks and additional daily fresh fruit. Club daily rates will be reviewed in April of each financial year and implemented from the beginning of each academic year September.

Parents in receipt of childcare vouchers are responsible for ensuring that their school club account is not in arrears.

Please note: *The club provision contract is with you and not with your employer or voucher scheme. Therefore, if your account is in arrears due to awaiting payment from your employer or voucher scheme, **you** are expected to clear these arrears.*

Booking Your Child/ren's Club Place via Parent Apps/SchoolMoney

Kirkby Church of England Primary School operates as a cashless school. Parents are required to book our Breakfast and After School Club sessions at least **one week in advance** via the school's Parent App, accessing the **SchoolMoney** file/category to complete their booking.

Club Bookings and Payments:

Each session booked for your child/ren incurs a charge, whether or not your child/ren attend. Parents are therefore asked to be mindful that sessions are now paid for one week in advance. During the booking process, parents must agree to the school's terms and conditions before proceeding with payment. Notifications regarding the availability of club sessions will be sent via school letter or Parent App. Bookings will close one week before the session; after this deadline, sessions cannot be booked online. For urgent requirements, parents should contact the school office to request an emergency place, which is subject to availability.

If your child is off school ill, on the first day of illness the charge will still apply. If you know that your child is going to be off longer you can contact the school office who will make the necessary adjustments and credit your account other reasons will not qualify for a refund.

Emergency Charges:

- Breakfast Club: £4.50 per session
- After School Club: £10.50 per session

Please note that all booked sessions will be charged, regardless of attendance, as this provision is additional to regular school hours. Any credits due to school closures will be refunded to your SchoolMoney account. If your child is off school ill, on the first day of illness the charge will still apply. If you know that your child is going to be off longer you can contact the school office who will make the necessary adjustments and credit your account other reasons will not qualify for a refund.

The school will no longer accept same-day bookings via telephone or in-person requests at the clubs. Children will be turned away if not pre-booked, and emergency bookings, if available, will incur the emergency charge.

If club payments fall into arrears, your child/ren's place may be withdrawn until all outstanding amounts are cleared, in accordance with the school's Debt Management Policy. Parents experiencing financial difficulties or a change in circumstances are encouraged to contact the school for support, in line with the Debt Management Policy.

Club Drop-Off and Collection

Breakfast Club: Children should be dropped off and collected from the back of the school via the conservatory. Parents must ring the labelled Kid's Club bell to alert a Club Staff member. Parents should remain with their children until they have been handed over to the on-duty Club Staff member.

After School Club: At the end of the school day, all children will be collected from their classrooms by a Club Staff member and escorted to a designated school classroom. Parents should collect children from the KS2 playground. Any changes to collection points will be communicated via letter, text, or email through the Parent App.

Parents must collect their own children or inform the After School Club in advance of any alternative adult who will be collecting. Any changes to collection arrangements must be communicated prior to collection via telephone 0151 477 8510.

Late collections are logged, and repeated late collection may result in your child/ren's place being withdrawn from the club. If you anticipate being late or need to inform the school of an alternative collector, you must contact the school office on 0151 477 8510.

Complaints

If a parent or carer wishes to make a complaint, please follow the school's Complaints Procedure.