



Before and After School Club Policy

2026

1. Introduction

The Brow CP School's Before and After School Club provides a safe, caring, and stimulating environment for pupils outside normal school hours. The club supports working families while offering children enjoyable, age-appropriate activities in a secure setting.

2. Aims of the Club

The clubs aims to:

- Provide a safe, welcoming, and inclusive environment
- Support children's social, emotional, and physical development
- Offer a range of fun, engaging, and structured activities
- Promote positive behaviour and mutual respect
- Ensure the wellbeing and safeguarding of all children

3. Provision and Opening Times

Before School Club: 7.45 am – 8.45 am. Last entry to Breakfast Club is 8.30 am.

After School Club: 3.15 – 5.30 pm.

The club operates during term time only unless otherwise stated.



4. Eligibility and Places

- Available to children attending The Brow CP School
- Places are allocated on a first-come, first-served basis and must be booked in advance via School Spider
- Registration form must be completed before attendance

5. Staffing

Breakfast and Afterschool Club are both staffed with appropriately trained staff who are DBS checked and safeguarding trained. Staff will also have first aid, food hygiene and play activities training. Staff to child ratios will be met at all times.

Staff are employees of The Brow CP School and not a third party. As such they are line managed by the senior leadership team. As staff are employed by school, they are familiar with school's context, inclusive, nurturing ethos and the needs of children.

6. Safeguarding and Child Protection

The club follows school's Safeguarding and Child Protection Policy. Staff are appropriately trained in safeguarding and child protection and will inform the Designated Safeguarding Lead (DSL) of any concerns and log them on to CPOMS (school's electronic safeguarding system).

7. Activities

There will be a range of activities which may include:

- Arts and crafts
- Games and puzzles
- Outdoor play
- Reading and quiet activities



- Sports and physical play

8. Behaviour Expectations

The club follows the school Behaviour Policy and children are expected to follow the three school rules: Be safe. Be Kind. Be respectful.

Positive behaviour is encouraged and serious or repeated misbehaviour may result in withdrawal of a place.

9. Food and Drink

- Healthy snacks and drinks will be provided
- Dietary requirements are recorded and catered for
- Good hygiene is promoted

10. Collection of Children

- Children to be collected by authorised adults only, which must be agreed in advance and listed on the child's club registration form.
- Changes to arrangements must be communicated in advance. ID or a password may be requested.

11. Late Collection

- Late collection fees may apply
- Persistent lateness may result in loss of place



12. Fees and Payment

Breakfast Club	7.45-8.45 am	£3.50
After School Club	3.15-4.00 pm	£5.00
	3.15 - 4.30 pm	£6.50
	3.15-5.00 pm	£8.00
	3.15-5.30 pm	£9.50

Places must be booked and paid for in advance via school's payment system on School Spider by 2pm on the day. If booked places are no longer needed, credit will be applied to the account if 48 hours' notice has been given. School cannot give refunds.

13. Illness and Accidents

- Unwell children should not attend
- First aid will be administered as necessary and accidents recorded
- Parents/carers will be informed of any incidents or concerns

14. Equal Opportunities

The club is inclusive and follows the school Equality Policy.

15. Complaints

Concerns should be raised with the Club Leader, then follow the school Complaints Policy if unresolved.

16. Review of Policy

This policy will be reviewed annually.