



Breakfast and After School Club Policy (Primary)

Introduction

It is important to us that we are able to provide extended school provision at Isaac Newton Academy. Breakfast and after school clubs are open to all primary students from Reception upwards.

Capacity

Afterschool club is currently managed by two members of staff and can therefore offer 30 places per session. Breakfast club is managed by one member of staff and can therefore accommodate up to 15 pupils each morning.

Enrolment

To enrol your child(ren) in breakfast club and/or after school club, a booking must be completed through WisePay and full payment made in advance. Sessions must be selected at the time of booking.

Sessions

Breakfast club and after school club will run Monday – Friday term time only. Session times are as follows:

Breakfast club 7.45am – 8:25am in the Dining Hall

After school club 4.00pm – 5:00pm (1 hour session)
 4.00pm – 6:00pm (2 hour session)

Tuesdays only

After school club 3:00pm – 4:00pm (1 hour session)
 3:00pm – 5:00pm (2 hour session)
 3:00pm – 6:00pm (3 hour session)

Dropping children off for breakfast club

Children attending breakfast club are permitted on to site from 7.45am. Parents/carers need to drop their child(ren) off at the main entrance, where they will be met by a member of staff who will sign the child(ren) in and take them to Breakfast club. After 8.20am it will be too late for the child(ren) to be served a breakfast in time to pack up and clear away the breakfast equipment. If children arrive after 8.20, we will not be able to provide them with breakfast but parent/carers will still be charged. At 8.25 am children are escorted out to the playground where staff will be supervising until 8.45am. Any child arriving after 8.25am will need to be dropped off in the usual way

in the primary playground where the gate will open from 8.25am and staff will be on duty. Admission to breakfast club will not be granted if the parent/carer has not pre-paid for the session.

Collecting children from after school club

The children can be collected from the main entrance. The office staff will telephone to inform the after school staff when a parent/carer has arrived. A member of the after school staff will then take the child to the main reception area to meet their parent/carer.

Parents/carer's will be asked to sign their child out on collection.

Payment

Payment is to be made in advance through WisePay or through child care vouchers. Advance payment through Wisepay is required to secure your child's place at the after school club and breakfast club. Refunds will not be made for any missed bookings. Please see paragraph below on charges.

Charges

The breakfast club operates a flat rate charging policy. Charges are £2.50 per session.

The afterschool charges are as follows:

1 hour session - £5.50

2 hour session - £11.00

3 hour session - £16.50

The persistent late collection of children will incur fines of £5.50 for every day that the child is not collected on time. If parents/carers are persistently late, the Head of Primary will meet with them to discuss the appropriateness of the provision for their needs.

Notice of any increase in charges

We will give one month's notice, in writing to parents, of any increases in charges.

Included in the charges

The breakfast club coordinator and operational staff will care for the children attending breakfast club. Children attending after school club will be cared for by the after school club coordinators. For after school club a variety of age appropriate activities will be available for the children to take part in, including quieter options to give the children the opportunity to relax if they wish to.

Activities may include but will not be limited to:

- Arts and craft
- Reading
- Board games
- Outdoor play (weather permitting)
- Other such themed activities deemed suitable

Food and drink:

Breakfast club includes: a choice of cereal, toast (various toppings), fruit and yoghurt and either milk, hot chocolate, water or juice.

A healthy finger snack will be served at after school club. This will be sufficient to keep the child(ren) going but we do not recommend that it replaces an evening meal. Examples of types of food that will be served include:

- Toast (with a variety of toppings)
- Sandwiches (with a selection of fillings such as jam, cheese)
- Yoghurt
- Fruit
- Fruit juices/water/squash

Ethos and policies

The breakfast club and after school clubs will function under the ethos and auspices of all school policies.

Reviewed June 2018