

Eccleston Mere Primary School

Breakfast & After School Club Policy



Approved by:

Last reviewed on:

Next review due
by:

Eccleston Mere Primary School –Club
Terms and Conditions

1. Opening Hours

- The Breakfast Club will operate between the hours of 8:00 am and 8:50 am each week day school morning during term time.
- The After School Club will operate between the hours of 3:30 pm (at the end of a normal school day) and 5:30 pm, each afternoon during term time.
- The club is inspected by Ofsted as part of any school inspections which take place and is run under regulations for children on the register at Eccleston Mere Primary School. Activities take place in a designated area of the school, utilising school facilities and within the school grounds.

2. Booking Sessions

- The prices of sessions are as follows:

Club	Time	Cost
Breakfast Club	From 8:00am	£4.00
After School Club	Until 4:30pm	£4.00
	Until 5:00pm	£6.00

- Parents who require before / after school sessions should book these in advance of each week, where possible (to ensure availability) using the School Gateway.
- Cancellations may be made in advance of any sessions, using the app. Should cancellations be made after the start of any sessions, parents will still be charged as the place has been allocated.
- In the event of pupil sickness, sessions still need to be cancelled in order to avoid a charge being incurred.
- Parents with emergency requests should contact the school office.
- Any emergency requests will be considered by office staff and leadership staff. Places will be offered if possible, taking into account staffing levels and number of pre-booked children for the session in question.

3. Collection/Delivery of Children

- Any child(ren) booked into sessions to attend Breakfast Club should be brought to the club and signed in.
- Breakfast will be available up to 8:30am to allow children sufficient time to eat before the start of school.
- All children should be collected from the club by no later than 5:30 pm.
 - The current fee for collection after 5.30 pm is £5.00 for every 5 minutes or part thereof. This is necessary as staff are only paid until 5.30 pm and additional staffing charges will be incurred. Children must be collected by 5.30pm in order to allow site staff to leave on time.
- If children are being collected by a person who would be unfamiliar to club staff, please notify the school office in advance with details of the person collecting, who may in turn need to be given their child's password.
- No child is allowed to leave the club alone.

- The person bringing the child(ren) to Breakfast Club or Collecting the child from After School Club must sign the register and record the arrival/collection time.
 - Any children not signed in/out will be deemed to have attended the whole session and will be charged the full session rate. Please use the clock provided to record an accurate arrival and departure time.
4. Emergencies
- Parents are required to complete a registration form prior to the child(ren) attending. Any change in details should be notified to the club in addition to the school, as families may have different arrangements in place outside of the school day. Information must be kept up to date at all times.
5. Behaviour
- Children attending any of the club session are expected to adhere to school rules and expected standards of behaviour. Any misbehaviour will be reported to parents and managed in accordance with school policies.
 - In the event of serious or recurrent misbehaviour school reserves the right to withdraw the place at the club.
6. Attendance
- Once a session has been booked the child(ren) will be expected to attend.
 - If the child(ren) is unwell the school office should be asked to inform the club that the child(ren) will not be attending due to illness.
7. Payment of Fees
- Payment of fees is due for all booked sessions.
 - All payments must be made via the School Gateway app. Cash and cheque payments are no longer accepted.
 - Families paying using childcare voucher schemes can still use this method of payment but payments should be released to school regularly, ideally weekly.
 - Payments need to be made at the time of booking. In this case, all sessions will be checked and if sessions paid do not match sessions taken, an adjustment will be made to your account.
 - For all bookings, any cancellation charges, late penalty charges and administration charges incurred will be added to your account.
 - Current fees include appropriate food and drink.
 - Fees will be charged in the event that the child(ren) fails to attend a pre-booked session because they are on holiday or otherwise absent and the session has not cancelled using the online system.
8. Concerns or Complaints
- In the event that a parent has a concern or complaint about the club or facilities offered, they should raise this in the first instance with the manager/staff on duty to attempt to rectify the problem.
 - If the issue is not resolved, then it should be raised with the Head Teacher under the school's Complaints Procedures which is available on the school website.