



BOROUGHBRIDGE
Primary School & Nursery
Making A Difference

Boroughbridge Primary School and Nursery

Breakfast Club and After School Club Policy

Date Adopted 15 July 2025	Date for Review 15 July 2026	Person/s Responsible Headteacher
Approved by:	Emma Ryan Headteacher	Jules Preston Chair of Governors

This Policy is valid from the date as recorded, thereby invalidating any other preceding policy.

Where a 'named' person is no longer in post, this policy remains valid until the next review date.

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1. Introduction

The Breakfast Club and After School Club exists to provide high quality wraparound care for our families. It provides a range of stimulating and creative activities in a safe environment where the emphasis is on play and leisure.

2. Timings (Term-time only)

Breakfast Club runs from 7:30am – 08:45am.

Afterschool Club runs from 15:15pm – 18:00pm and children can be booked on these slots:

15:15 - 16:15

15:15 - 17:15

15:15 - 18:00

If your child attends a teacher-led or external provider-led after school club, they will be taken from the club to wraparound care.

3. Bookings and Payments

Places are available to all children that attend Boroughbridge Primary School and Nursery on a first come first serve basis. The Clubs have a capacity for up to 40 children from Reception to Year 6 and 8 children in Nursery.

- All bookings and payments to be made through Abor.
- Bookings for BC close at 07:00am.
- Bookings for ASC close at 14:30pm.
- Should you need to cancel a booking or change the timings of your booking please contact the school office.

4. Arrival and Departure

Guardians are required to drop/collect their child directly at the club door located on the KS2/front playground. Should the front gate be locked, please use the wraparound care doorbell located on the front gate and staff will be alerted to your arrival.

Breakfast Club:

- When a child is dropped off, they will be signed in by a staff member and the time recorded.

After School Club:

- Children can only be collected by their guardians or, if pre-arranged with the office, a named person. A password will be given to the named person and the named person will be asked to confirm this password when collecting.
- When a child is collected, they must be signed out by a guardian/named person and the time recorded.
- The guardian/named person must inform a member of staff that they are collecting and signing out a child.
- Children will not be released with anyone other than their recognised guardians or named persons. If staff are unsure of the person collecting the child that child will remain at the Club and the guardians will be informed of the decision.

5. Daily routines

Breakfast Club

07:30	Children arrive at Breakfast Club where a range of activities are set out.
07:45	Children wishing to have breakfast wash their hands ready to enjoy their breakfast.
08:30	Tidy up time encouraging children to take responsibility for their environment
08:40	Children are escorted to their class

After School Club

15:15-15:20	Children go to the club and registration is taken. Children wash their hands and children are offered a snack. Children can choose from a range of play and planned activities.
16:15	Children will receive a meal (sandwich, crisps/biscuit, fruit).

6. Snacks

A variety of snacks will be provided:

- Breakfast Club - Toast, jam, milk, range of cereals
- After School Club - A sandwich, with a choice of fillings, a packet of crisps, a biscuit, a piece of fruit and juice.

The following guidelines are adhered to:

- Preparation, serving and eating areas are kept clean.
- All staff hold a food hygiene certificate and will always adhere to personal hygiene recommendations.
- Children are encouraged to wash their hands on a regular basis and before and after eating food. Hand sanitiser is available at all times.
- All food and drink will be stored correctly and used within the recommended use by date.

7. Behaviour

Children are expected to follow the behavior principles as set out in the Behaviour Policy.

- We always try our hardest.
- We do as we are told the first time.
- We speak and act kindly.
- We will respect each other and keep our hands and feet to ourselves.

To help promote the positive behaviour of our children, we use a colour coded system that recognises that the vast majority of our children behave well for the vast majority of the time.

The Senior Leadership Team will become involved if:

- Continual disregard to requests
- Serious use of foul language and abuse
- Physical abuse
- Bullying or racial or sexual harassment.

If after consultation with guardians and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the club may decide to exclude a child. The reasons and processes involved will be clearly explained to the child and their guardians.

8. Health and Safety

Health and Safety is a high priority in our setting, and this includes carrying out regular risk assessment checks and ensuring that there is always a qualified first aider on site.

Staff will adhere to the following guidelines:

- No child will be left unsupervised in a club at any time.
- Staff / child ratios of 1:8 for nursery children in both Breakfast and After School Clubs.
- Children will be signed in and out of the club by the guardians / named persons dropping or collecting the child.
- Guardian consent will be sought for the use of videos and photographs for promotional usage.

9. First Aid

- All accidents will be recorded in an accident book, accurately reported to the guardian or named person upon collection and signed by a member of staff.
- All incidents are dealt with by a qualified first aider. All our staff are paediatric first aid trained.
- Should a child become unwell during a club, the guardians will be contacted immediately. If a child is sent home during school hours, the club will be informed of their absence.

10. Missing children

Club staff will take a register of all children that have been booked into clubs.

The club staff will liaise with the class teacher/school office to determine any reason why a child is not accounted for. A call to the child's guardians will then be made if no reason has been accounted for.

The Clubs run within a defined and secure space in school. All external doors are access controlled. In the unlikely event that a child goes missing the following procedures will be undertaken:

- A member of the Senior Leadership Team will be informed of the missing child.
- The club staff will search inside the building and delegate an outside search of the building to another member of staff.
- If the child remains missing, emergency services will be contacted.

11. Uncollected children

If a child has not been collected by 18:00 guardians will be contacted by telephone in the first instance. If there is a named person/s, they will be telephoned in the second instance. If by 19:00 contact has still not been able to be made with the guardians or named persons, the club staff will call North Yorkshire Children and Families Service out of hours team on 01609 780780 and will follow their guidance. A member of the school Senior Leadership Team and Designated Safeguard Lead will also be informed.

12. Payment of Fees

Fees - Breakfast Club

7:30 - 08:45 £ 5.00

Fees - After School Club

15:15 - 16:15 £ 5.00

15:15 - 17:15 £ 8.00

15:15 – 18:00 £10.00

- Discount for second and subsequent siblings will be at a rate of 50% reduction per session.
- The guardian booking the child is responsible for all payment of fees.
- It is a requirement that guardians pay their fees promptly at the time of booking.
- Failure to pay for wraparound care will result in the session not being booked and your child will not be able to attend the session.
- Where debt is not paid, the debt recovery escalation process will be followed as set out in our [Debt Recovery Policy](#).
- Should a guardian be experiencing difficulty in payment of fees, they should contact the school office as soon as possible. All matters will be treated as private and confidential.
- Payments can also be made using [Tax Free Childcare](#) - please notify the office if you are using this system.
- Pre-booked places must be cancelled as soon as possible but at least by 14:30 on the day of the booking otherwise the place will be charged at £5.00.
- Late collection of a child (after 18:00) incurs an additional £10.00 charge.
 - Second late collection - the Headteacher will contact the guardians to discuss.
 - Third late collection - the Headteacher will contact the guardians and may exclude the child/ren from further sessions for the remaining half-term.
- Should a child be collected 5 or more minutes after their booked slot for After School Club, they will be charged for the next slot. E.g. A child is booked in the 15:15-16:15 slot but only collected at 16:20. The guardian will be charged £8.00 and not £5.00.

13. Cancelling a Booking

Pre-booked places must be cancelled as soon as possible but at least by 14:30 on the day of the booking otherwise the place will be charged at £5.00. Please contact the school office to cancel a booking.

14. Contacting After School Club

Should you need to contact the after school club after 15:15, please call the school on 01423 322208 and select option '4'.

15. Complaints and Comments

In the event of staff, guardians or others having comments, concerns or being dissatisfied with

our aims, principles and the high standard to which we are committed to provide at our Clubs, the following procedure should be adhered to:

- Guardians should speak to a member of staff who should be responsive to your issues.
- If guardians are unhappy with the action taken by members of staff, contact with the Headteacher should be made.
- Following this response, the Governing Body will be informed, and appropriate action will be taken. If guardians wish, the Governing Body can be contacted at the initial stage of their issues. An email address can be provided through the school office or you can send a letter c/o Chair of Governors to the school address.
- If a complaint or concern is made by a child or guardian against a member of staff, then the issues will be dealt with by the Headteacher and the Governing Body in line with school policy.
- All complaints and comments will be recorded, and a written response of actions will be kept on file and provided to the complainant.
- Should guardians wish to, Ofsted can be contacted directly on any issue regarding the Club by following the link:
<https://www.gov.uk/government/organisations/ofsted/about/complaints-procedure>.

16. Mobile phones

Mobile phones are not allowed to be used for the duration of the Club and any devices brought into school by a pupil will be kept in a secure area.

17. School policies

- Allergens Policy
- Behaviour Policy
- Charging and Remissions Policy
- Child Protection Policy
- Food and Hygiene Policy
- Health and Safety Policy
- Medical Policy
- Online and E-safety Policy