



Breakfast and After School Provision Policy

Author:	Jade Reid
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Aims

- To provide an affordable childcare facility for parents and carers.
- To provide a welcoming, safe and secure environment for pupils at the end of the school day.
- To provide children with a nutritious snack in a pleasant, calm and relaxed environment.
- To provide a wide range of structured play activities, enabling children to engage and learn with children from other year groups.

Organisation

- The email address for contacting After School Provision is: afterschool@oldparkprimary.com and to contact breakfast club please email [breakfast @oldparkprimary.com](mailto:breakfast@oldparkprimary.com).
- Membership forms are available by request from the school office.
- Breakfast Provision is open from 7.30am until the start of the school day.
- After School Provision is open from the time your child's class is dismissed until 5.00pm or 5.30pm.
- Provision is available for pupils from Foundation to Year 6 and during the year prior to which they are due to start school (i.e 3+).
- Each child's details, medical conditions, allergies, parent contact details and additional emergency contact information is kept securely.
- Children are registered as they arrive.
- Parents should drop their child/ren off and collect their child/ren from the Peace Garden entrance.

Annual Membership

- Membership is for an academic year and regular monthly payments are required to secure a place.
- Parents should indicate their specific need (days per week) so ratios can be met appropriately.
- To ensure appropriate staffing ad-hoc bookings are not available.
- Parents cannot send their child for more sessions a than the agreed annual membership booking, if you attempt to exceed the allocation in a week entry will be refused.
- Parents will need to secure a place by committing to a minimum of one day per week. Fees are payable monthly regardless of whether the child attends. Parents will need to book more days per week if the need is greater.
- Parents who work shifts and have changeable patterns: You do not have to name the day(s) of the week that your child is attending but must book the appropriate number of days per week annual membership and inform us of the actual requirement in the week prior or earlier if possible by emailing: afterschool@oldparkprimary.com or breakfast@oldparkprimary.com
- Any changes to your annual membership will need to be sent via email for consideration. If approved, you will be notified with a revised monthly payment. These will be permanent changes for the remainder of your annual membership.

Membership Payments

Prices are determined each year by the school's Governing Body.

Charges for the Provision are calculated taking into account staffing ratios, provision of food, services and resources. Monthly payments are calculated over the numbers of weeks in the school year- or remaining in the school academic year at the point of starting the membership (38 weeks/190 days for a full year), taking account of school holidays, Bank holidays and training days.

To ensure the provision remains sustainable, no refunds will be given if your child is absent.

Monthly Payments:

Payments for will need to be made by either bank transfer, standing order, childcare vouchers, national savings scheme or Arbor (dependant upon this being available).

If you are using the faster payment method, please ensure that it takes into account Weekends/Bank Holidays as this can delay payments. Payments are required as per the policy deadline even if the school is closed. Monthly payments are required to reach the school on the 28th of the month prior to the month care is required (e.g. 28th August for September provision). Payment should be made over 11 months August to June. No payment is required in July.

To allows us to identify payments, all payments must be referenced with your child's surname and the words After School Provision or Breakfast Provision in the text. If you have more than one child attending the provision, only one payment that includes the cost of all of your children is required.

Payments received after 1st of the month will be deemed as late and will attract a charge of £10 per child. Membership will be suspended until both payments are received.

Parents who collect their child late for after school club (after 5.00pm or 5.30pm dependant on session paid for) will be charged a late collection fee of £15 per child payable immediately prior to your child attending their next session.

If you wish to discuss our payment terms, please contact the school office who can help further.

Membership Cancellation by Parents

One months' notice is required for cancellations and reductions. Payment is due in full for the month of notice and your child is entitled to attend the provision during in this period.

Please email a written cancellation notice to cancel or reduce memberships.

Cancellation by the School

There may be circumstances that arise where the school may need to cancel the provision. This decision will not be made lightly and may be a result of closure due to Health and Safety, staffing, adverse weather conditions, Pandemic or problems with the building, e.g. no heating or water supplies or other circumstances beyond our control. In the event of closure efforts will be made to notify of the closure as early as possible.

During Adverse weather conditions school closure will be reported via:
Facebook—www.facebook.com/oldparkprimary

Sandwell LA school closure list - Google search

Radio Stations—Free Radio, Smooth Radio, Capital, Radio WM and Heart FM. Arbor parent Portal message

If the school cancels the provision due to unforeseen circumstances, no refunds will be given. This ensures the provision remains sustainable as the school still incurs costs, even during closures.

Safeguarding and Health and Safety

In accordance with Safeguarding arrangements, all staff involved in the running of the provision, either in a paid or voluntary capacity have current DBS clearance. These records are held securely in school. Staff follow existing school policies and procedures for safeguarding, child protection and the code of conduct.

Where IT equipment is used, they also follow the schools E.Safety policy and procedures. A risk assessment has been completed for Provision sessions and activities.

Staffing

Staffing follows the ratio of 1:8 for children aged 3-8 and 1 :10 thereafter. Staff are on site from 3.00pm to set up ready to collect your child from their class. If a member of staff is absent, they will ring the school office in order for a replacement to be arranged if possible.

Sustainability

The provision relies on income from paying parents. The provision is unable to maintain or sustain the service unless the pupil take up numbers remain high and meet these ratios. If the provision cannot be sustained it will close. Schools are not obliged to provide wraparound provision and the school cannot fund the provision financially.

Catering

All regulations laid down by the Education (Nutritional Standards and Requirements for School Food) (England) Regulations 2016 are adhered to

Parents will be provided with a list of the breakfast provision food items to consent to before joining.

Fire Procedure

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly way via the closest exit. They will congregate on the school field (designated assembly point). The provision register will be taken outside and all names checked.

Communication with parents

Staff will communicate verbally with parents and carers bringing children, which may involve passing messages to classroom teachers.

Parents can contact us by email or by the breakfast and afterschool mobile number (parents will be sent the telephone number)

Medication

Inhalers are kept in the child's classroom. If a child needs an inhaler, a member of staff will escort the child to the classroom and observe that it has been taken correctly. All other medication administered will follow the existing school policy.

Allergy information should be updated regularly and staff have access to this. Allergies and other medical information provided by parents will also be kept on the registration form. It is the responsibility of the parents to ensure that medical information is kept up to date.

Complaints

All complaints will follow the school's complaints policy available on the school website.