



Breakfast, After School & Holiday Club Policy

April 2026

Review Date: September 2027

1. Introduction

Breakfast Club, After School Club and Holiday Club are operated by Beckers Green Primary School to provide high-quality, inclusive wraparound childcare for pupils and their families. The provision supports working parents/carers by offering safe, reliable and nurturing care outside the school day.

The clubs operate in line with:

- The Childcare Act 2006
- The Early Years Foundation Stage (EYFS) statutory framework (where applicable)
- The Childcare Register requirements
- Keeping Children Safe in Education
- Out-of-school settings safeguarding guidance published by the Department for Education

Opening times:

- Breakfast Club: 7.45am – 8.45am
- After School Club: 3.15pm – 6.00pm
- Holiday Club: 8.00am – 5.00pm

Fees are reviewed annually and are available from the School Office. This policy is available upon request and published on the school website. Booking a place via Arbor constitutes agreement to the terms of this policy.

2. Mission Statement

To enhance the wellbeing of children and families by providing safe, inclusive and high-quality out-of-school childcare for children aged 4–11 years within the Beckers Green Primary School community.

3. Aims

- To provide a welcoming, mixed-age social environment
 - To promote communication, confidence and independence
 - To support families' attendance, work and domestic arrangements
 - To promote positive behaviour and mutual respect
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4. Objectives

The clubs aim to:

- Safeguard and promote the welfare of every child
 - Provide engaging, age-appropriate and play-based activities
 - Support children's social, emotional, physical and intellectual development
 - Work in partnership with parents/carers
 - Ensure equality of access and freedom from discrimination or bullying
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5. Governance, Documentation and Data Protection

The Registered Person holds overall responsibility for governance and statutory compliance.

- All policies, procedures and records are maintained in accordance with legal requirements.
- Personal data is processed in line with the UK GDPR and Data Protection Act 2018.
- Parents/carers may request access to their child's records in writing, unless legally exempt.

This approach aligns with Ofsted's expectations for effective leadership and management.

6. Record Keeping

The following information is held securely for each child:

- Full name and date of birth
- Gender
- Parent/carer contact details
- Emergency contact information
- Medical needs and dietary requirements

Additional records include:

- Daily attendance registers
- Medication administration records
- Accident and incident reports
- Equipment safety and maintenance logs

These records meet Ofsted safeguarding and welfare requirements.

7. Admissions and Bookings

- Only pupils attending Beckers Green Primary School may attend the clubs.
 - All places are subject to availability.
 - All bookings and payments must be made via Arbor.
 - Children may not attend without a confirmed booking, except where placed by senior staff following non-collection (late fees apply).
 - Late booking requests must be made via the School Office and paid immediately.
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8. Booking Deadlines and Attendance

Breakfast Club

- Book by 1.00pm the previous school day
- Cancellations by the same deadline

- No charge if the child is absent from school due to illness
- Fees payable in advance

After School Club

- Book by 10.30am on the day
- Cancellations by the same deadline
- No charge if the child is absent from school due to illness
- Fees payable in advance

Holiday Club

- Deadlines as published on the holiday club poster
 - Absence due to illness is chargeable
 - Fees payable in advance
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9. Fees and Late Collection

- Fees are reviewed annually.
 - Payment is via Arbor only.
 - Persistent non-payment may result in termination of the place.
 - Additional fees will apply for late collections.
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10. Safeguarding and Child Protection

The clubs operate in accordance with:

- Keeping Children Safe in Education
- Out-of-school settings safeguarding guidance
- The school's Safeguarding and Child Protection Policy

Key arrangements include:

- A trained Designated Safeguarding Lead
 - DBS-checked and suitably qualified staff
 - Clear procedures for managing concerns, disclosures and allegations
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11. Staffing and Ratios

- Minimum ratio: 1 adult : 12 children
- A minimum of two staff members on site at all times
- All staff receive safeguarding training and induction

These arrangements meet Ofsted safeguarding expectations for wraparound provision.

12. Arrivals, Departures and Site Security

- Attendance is recorded upon arrival.
- EYFS and KS1 After School Club children are escorted by staff.
- All children must be signed out by an authorised adult (staff member).

- Parents must notify staff of alternative collectors in advance.

Children are never left unsupervised, meeting Ofsted safety expectations.

13. Health, Safety and Risk Assessment

- The school's Health and Safety Policy applies at all times.
 - Risk assessments are carried out for activities and environments.
 - All accidents, incidents and near misses are recorded on the same day.
 - Parents are informed promptly.
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14. Fire Safety and Emergency Procedures

- Regular fire drills are conducted and recorded.
- Fire exits remain clear and accessible.
- In an emergency, children are escorted to the assembly point and registers checked.

These procedures meet statutory welfare requirements.

15. First Aid and Medication

- Paediatric First Aid-trained staff are on site at all times.
 - Medication is administered only with written parental consent and prescription.
 - Medication records are completed accurately.
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16. Food and Drink

- Food provision promotes healthy eating and meets dietary, cultural and medical needs.
- Food is never used as a reward or punishment.
- Packed lunches, for Holiday Club sessions, must be nut-free.

Breakfast Club

- Nutritious breakfast including fruit
- No food served after 8.30am

After School Club

- Optional light tea for 6.00pm session. From September 2026 tea will be provided for the 6.00pm session and included in the price.
- Packed teas are not permitted

Holiday Club

- Healthy snacks provided
- Children bring a healthy packed lunch
- All snacks and lunches must be nut free

These arrangements align with EYFS and safer eating guidance.

17. Inclusion and Equality

The clubs operate inclusively and in line with:

- The Equality Act 2010
- British Values
- The school's Equality and Diversity Policy

All children and families are treated with equal respect and consideration.

18. Behaviour Management

Positive behaviour is promoted in accordance with the school's Behaviour Policy. Staff model respectful behaviour and support children consistently.

19. Missing or Uncollected Children

Missing Child

- Immediate internal and external search initiated
- Emergency services contacted if required

Uncollected Child

- Parents contacted first
- Emergency contacts next
- Police and Children's Social Care contacted after approximately one hour