Breakfast and After-school Club Policy

Date of review: Spring Term 2026	Date of next review: Spring Term 2027

The staff and Governing Body of Furzeham Primary & Nursery School are committed to providing the best possible care and education for every child within the school community. This policy defines the basis on which this care is provided.

Session times

Breakfast Club:	7.45 to 8.45am	The children will be escorted into school for 8.40am by a Breakfast Club member of staff.
After-school Club:	3.15 to 5.30pm	Older children (KS2) to go to the Breakfast/After School Club room at 3.15pm. Younger children will be collected from their classroom and taken to the club by a member of staff.

Both clubs are open during term time only and are not available on non-pupil days.

Both the Breakfast and After School Club are located upstairs in the Children's Centre. Access is via the white PVC doors with an intercom on the main school road.

Registration

There are 30 places available in both clubs for children from Reception to Year 6. Places for Nursery aged children are offered at the Headteacher's discretion.

To access the clubs you are required initially to complete a registration form (available from the school office). Your children will then be linked to the relevant club via Arbor. All sessions are to be booked on a first come first serve basis in advance (at least 24 hours notice) via Arbor.

If you send your child to After School Club or Breakfast Club but have not booked them on via Arbor, we may have to call for them to be collected, or have to refuse entry at Breakfast Club, if we are at the maximum of 30 children.

Fees/payments

We aim to ensure that we offer our provision to all sections of our community regardless of their socio-economic background. Tax free childcare vouchers are accepted as payment - see if you are eligible via Tax-Free Childcare - GOV.UK (www.gov.uk).

Breakfast Club:	£5.50 per session per child (Increase from Apil 2026)
After-school Club:	£8.50 per session per child (Increase from April 2026)

Fees are payable as you book via Arbor, unless you have supplied us with a childcare voucher code in which instance you will be allowed to pay later. With regards to tax free childcare we require confirmation of your child's registration code and on receipt of payments we will credit them, to Arbor.

If you are sending your child to the club without prebooking and payment, then the school will contact the parent/carer. Should the situation not be resolved the school will withdraw the place(s) at the Breakfast or After-school Club and the matter passed to the Senior Leadership Team.

If you child is absent for any reason without notice we cannot offer a refund. A refund will, however, be made if the club is cancelled by the school.

Fees will be reviewed annually by the Full Governing Body. Any increases will be notified to parents/carers in writing.

Staff

Breakfast Club:	Mrs Shipton (Supervisor)
	Miss Strange
	Ms Mudge (Tuesday only)
After-school Club	Miss Howell (Supervisor)
	Miss Jarvis
	Mrs Masters (Friday only)

All staff will have received Safeguarding, GDPR and preventing extremism and radicalisation training.

Food and Drink

Water or squash is available to children at all times.

A balanced breakfast is offered to all children attending the Breakfast Club. The children can choose from a selection of cereals, toast, crumpets, fruit, milk and juice. The last breakfast is served at 8.15am. In the event of a child arriving later than this, we would be unable to provide food.

At the After-school Club the children are given a snack. Children are offered fruit, sandwiches, wraps, crackers, toast or crumpets, a biscuit and a drink.

It is the parents/carers responsibility notify the club staff and school reception staff in writing of any known food allergies / intolerances. These will be added to your child's school medical record

Sickness

Parents/carers will be informed if their child becomes unwell during the session. Children who are ill cannot attend the clubs and in the event of sickness or diarrhoea must be off for 48 hours after the symptoms have finished.

If your child is receiving medication the school must be in receipt of a medicine administering consent form available from the school office. All medicines will be kept in the school office or passed directly to After School Club staff at the end of the school day if required to go home with the child at the end of the session.

Emergencies

In the event of a serious accident or illness the staff will contact the parent/carer or the nominated contact. Both clubs have a qualified first-aider in attendance and follow procedures set out in the schools' First Aid Policy. Both clubs have risk assessments in place and they also adhered to the schools Fire and Health & Safety policy.

It is the duty of parents to ensure the clubs have an up-to-date contact number.

If for any reason the clubs cannot be held (i.e. bad weather, staff sickness), parents /carers will be contacted as soon as possible.

Punctuality and Collection of child/ren

There is an expectation that parents will collect their child/ren from the After-school Club no later than 5.30pm. In the event of delay please contact the club on their mobile number 07949 997830. Should a parent be late three times in a half term the place will be withdrawn.

In circumstances when you need another person to collect your child/ren from either of the clubs, we must insist that a password is given to the staff prior to the child/ren being collected.

Behaviour

The school recognises the importance of positive and effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending the Clubs, the children will be expected to abide by the school Behaviour Policy found on our website Policies, Furzeham Primary and Nursery School.

Staff will discuss any concerns with the parent at the earliest opportunity. We reserve the right to withdraw a place in the event of unacceptable behaviour.

Outside Activities

This form grants authorisation for your child/ren to participate in outside activities, during the afterschool club and weather permitting.

Our Aim

Both clubs provide a safe, supervised and stimulating play environment including outdoor play and cultural activities for the children, as well as a reliable childcare service to parents and carers. Children have a chance to relax and enjoy themselves and it gives them an opportunity to develop valuable social skills during the time they are enjoying their breakfast or snack. Children can join in a range of activities at both clubs and at the After-school Club they are able to complete any homework.