



**Constantine**  
Primary School



# Breakfast and Kids Club Policy

Version Number	V1
Date Adopted by Governors	June 2023
Scheduled Review Date	Summer 2024
Statutory or Best Practice Policy	Best practice
School or Trust Policy	School

We want to ensure that your needs are met.  
If you would like this information in any other format, please contact us on  
01637 303106 or email [info@kernowlearning.co.uk](mailto:info@kernowlearning.co.uk).

#AsOne  
**Kernow Learning**

## Constantine School Breakfast and Kids Club Admission Procedure

The Breakfast (before school) and Kids Club (after school) provide quality wrap around care for pupils at Constantine Primary School. The Aims of the Club are to:

- support families by providing before and after school childcare from 8.00am until 8.45am and from 3.15pm until 5.15pm respectively
- provide planned play activities
- and a light snack at the end of the school day in a safe and friendly environment

## Allocated Places and Time of Clubs

Kids club has 25 places and 30 places in the Breakfast Club. The school environment and the minimum child ratios meets the requirements of DfE guidelines.

The Breakfast Club is accommodated in the school hall where the children are welcomed into school and encouraged to play games. Kids Club has access to the school, playground and field and children are offered healthy snacks and drinks.

Unfortunately, the Breakfast Club and Kids Club are not able to provide one-to-one support for individual children. If your child has additional needs and would like to access the provision, please speak with the SENDCo.

The Breakfast Club will run from 8am until 8.45am from Monday to Friday during term time. The After School Club will run from 3.15pm to 5.15pm from Monday to Friday during term time. Both clubs will be closed during school holidays and for 5 days each year to provide staff training and development (INSET days).

The school reserves the right to make changes to the days and times offered due to unforeseen circumstances such as Covid restrictions or acts of nature.

## Admission Process

Constantine Primary School office and SLT staff are responsible for the admissions to the Breakfast Club and Kids Club. Parents/carers do not have a statutory right to appeal to an independent panel in relation to Club admissions.

## Charges

The charges from September 2021 per session are as follows:

Breakfast Club - £4.50 per child

Kids Club - £4.50 per child for a single session  
£9.00 per child for a double session  
A late fee of £4.50 will be applied to a child's account for a late collection (after 5:15pm)

**Payment must be paid in advance when booking.** Payment is required via Parent Pay (our online payment system). We also accept childcare vouchers. More information regarding what companies this includes and how to register can be obtained from the office.

### Late Payment

In line with school and Trust policies, the school reserves the right to withdraw a child's place if fees are not paid within 7 days of using the provision or if fees exceed £40.00.

If more than £40.00 is owed, then this will be passed to the Kernow Learning finance team and then the small claims court.

### Late Collection from After School Club

We understand that in unforeseen circumstances, parents and carers might arrive late to the school for collection. All late collections will be logged giving the time and reason. Please ensure that the member of staff on duty in the club is informed of the reason for late collection. Nay charges for this will be added to ParentPay.

### Related Whole School Policies

The Breakfast and After School Club is an extension of the school and therefore all school and Trust policies and expectations apply to all users of this provision.