



Leedstown
Community
Primary School



Breakfast Club and After School Club Policy

Version Number	V1
Date Adopted by Governors	May 2025
Scheduled Review Date	Summer 2026
Statutory or Best Practice Policy	School
School or Trust Policy	Best Practice

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.

Aims

The Breakfast and After School Club at Leedstown School provides quality wrap around care for all of our pupils. The aims of the Club are to:

- support families by providing before and after school childcare from 8am until 8.45am and from 3.15pm until 5.00pm respectively
- provide planned play activities
- offer the children breakfast each morning and a light snack at the end of the school day in a safe and friendly environment

Allocated Places and Time of Clubs

The Club has 16 places in both the Breakfast and After School sessions. 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 offered a healthy breakfast option and a drink. The After School Club have access to the school hall and the playground or field, in dry weather. In both areas children are offered healthy snacks and drinks.

Unfortunately, the Breakfast and After School Club is 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.

Our Breakfast Club runs from 8am until 8.45am from Monday to Friday during term time and our After School Club runs from 3.15pm to 4.15pm, with the option to extend to 5.00pm, 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 health restrictions or acts of nature.

Admission Process

The Local Governing Board (LGB) of Leedstown is responsible for the admissions to the Breakfast and After School Clubs. Parents and carers do not have a statutory right to appeal to an independent panel in relation to Club admissions.

Admission for our Breakfast Club is via an ad-hoc basis, as parental requirements for this alter on a regular basis. After School provision is via a booking form on a first come, first served basis, and is booked alongside the usual extra-curricular clubs booking form. If there are no places at the time of booking, the child will be added to a waiting list. These places will be then be offered as and when they become available to children on the waiting list.

Parents and carers will be notified of their place before term starts and should notify the school of any changes as soon as is possible.

Places are reviewed termly. Towards the end of each academic term, children who are already registered will be given first refusal of places for the next academic term.

For new arrivals to the school, priority will be given to siblings of pupils already attending the Club provision who can apply and will be allocated places on a first come first served basis. We do however regret that should all spaces become full during or before this process, sibling spaces cannot be guaranteed.

Any unclaimed places will then be offered to any person on the waiting list. Once all of these places have been allocated a general offer will extend to the whole school.

Charges

The charges from September 2022 per session are as follows:

Breakfast Club - £2.00 per child, per session

After School Club – Monday to Thursday

3.15 – 4.15pm: £3.50 per session

4:15-5.00pm: £3.50 per session

3.15-5.00pm full session: £6

Payment is required via Parent Pay (our online payment system) and should be made in advance of the provision being used, or at the earliest convenience thereafter.

If you no longer need a place

Notice should be sent to the school office: leedstown@kernowlearning.co.uk if your child no longer requires a place at either Breakfast or After School Clubs.

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.

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 are informed of the reason for late collection.

Late collection logs are monitored by the Headteacher, and should we feel that this is causing concern, we will inform you in writing that any future late collections will incur a late fee. The fee will be up to the cost of a session.

Non-attendance

If pupils are not in school due to medical/illness, an agreed exceptional leave, educational visits or residentials, places will be held for the period of this absence.

In the event of pupils not attending more than two consecutively booked sessions, without notice being given, we will inform the parent or carer that this space is now being allocated to the next pupil on the waiting list.

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.