



**Mabe  
Primary  
School**



**Kernow Learning**  
Building Excellent Schools Together

# Breakfast and After School Club Policy

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Date adopted by the Local Governing Body:	16 <sup>th</sup> May 2023
Scheduled review date:	May 2024
Statutory or Best Practice policy:	Best Practice
Appendices:	Yes
School or Trust policy:	School

**Meeting your communication needs:**

We want to ensure that your needs are met. If you would like this information in any other format, please contact us on 01326 372662 or email [mabe@kernowlearning.co.uk](mailto:mabe@kernowlearning.co.uk)



## **Mabe School Breakfast and After School Club Admission Procedure – May 2023**

### **Aims**

The Breakfast and After School Club provides quality wrap around care for pupils at Mabe 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 5pm (Monday to Thursday) and 4pm (Friday) 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 20 places in the After School Clubs and 20 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 where the children are offered a healthy breakfast snack and a drink. The After School Club have access to the school and the lower and upper playground. 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 SENCo.

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 5pm from Monday to Thursday and 4pm on 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 Staff whole school training, Covid restrictions or acts of nature.

### **Admission Process**

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

Admission is via an application form on a first come, first served basis. If there are no places at the time of application 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/carers will be notified of their place within 10 working days and should accept the place **within 5 working days**. They will then be asked to complete an agreement with regard to terms and conditions and code of conduct. Once the agreement has been signed, any changes to the agreed long term booking should be made at least 4 weeks in advance.

Places are reviewed annually. During each summer term children who are already registered will be given first refusal of places for the next academic year.

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 2023 per session are as follows:

Breakfast Club - £3.00 per child, per session (sibling £1.50 per session)

After School Club - £3.00 per child until 4pm (sibling/s £2.25) / £7.00 per child until 5pm (sibling/s £5.25)

**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.

### **If you no longer need a place**

Four weeks' notice in writing needs to be given to the office if you no longer require a place at either Breakfast or After School Clubs. Notice should be sent to the school office [mabe@kernowlearning.co.uk](mailto:mabe@kernowlearning.co.uk)

### **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 BASC leaders 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 residential, places will be held for the period of this absence.

In the event of pupils not attending more than two consecutively booked sessions, 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.