



**St Columb Minor**  
Academy



# Breakfast and Afterschool Club Policy

Version Number	V1
Date Adopted by Governors	September 2025
Scheduled Review Date	May 2026
Statutory or Best Practice Policy	Statutory
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).

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## **Aims**

The Breakfast and After School Club provides quality wrap around care for pupils at St Columb Minor Academy . The aims of the club are to:

- support families by providing before and after school childcare from 7.30am until 8.45am and from 3.15pm until 6.00pm 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 Club**

There are 40 places in after school club and 40 places in the Breakfast Club. The school environment and the minimum child ratios meets the requirements of DfE guidelines.

Breakfast Club is located in the main school hall (with kitchen access) and After School club is accommodated in the reef classroom and kitchen. After school club have access to the front playground and kitchen. Children will be offered a healthy breakfast if required in breakfast club and a snack in after school club.

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 school SENDCo.

The Breakfast Club will run from 7.30am until 8.45am from Monday to Friday during term time. The After School Club will run from 3.15pm to 6.00pm 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.

## **Admission Process**

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

Admission is via the MYEd app on a first come, first served basis. If there are no places at the time of booking the child will be added to a waiting list. These places will then be offered as and when they become available to children on the waiting list.

Parents/carers will be notified of their place on the app at the time of booking. If they need to cancel we ask that this is done 48 hours in advance where possible- so we can offer other parents the place.

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 these places have been allocated a general offer will extend to the whole school.

## Charges

The charges from 1<sup>st</sup> September 2024 per session are as follows:

**Breakfast Club** - £3.50 per session, including breakfast

### After School Club

3:15 -4.15pm	£4.15
3:15 - 5.15pm	£8.00
3:15 - 6.00pm	£10.00

The school reserves the right to increase the costs during the academic year if we find our staffing costs increase.

### If you no longer need a place

Notice should be sent to the school office [scminor@kernowlearning.co.uk](mailto:scminor@kernowlearning.co.uk)

## Late Payment

Parents and carers will pay for their place via the app on booking, unless using tax free childcare or vouchers which are charged in arrears. In line with school and Trust policies, **the school reserves the right to withdraw** a child's place if fees are not paid within a calendar month 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 club 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 residentials, 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.



# St Columb Minor Academy Accessibility Plan