



St Francis
CofE Primary School



Breakfast & After School Club

Version Number	V1
Date Adopted by Governors	16 th October 2025
Scheduled Review Date	Spring 2026
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.

#AsOne
Kernow Learning

Aims

The Breakfast and After School Club provides quality wrap around care for pupils at St Francis C of E Primary School. The Aims of the Club are to:

- support working parents by providing before and after school childcare from 8.00am until 8.30am and from 3.15pm until 5.30pm respectively (From January 2026, after school club will finish at 4.30pm on a Friday).
- 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 40 places in the After School Club and variable places in the Breakfast Club. The school environment and the minimum child/staff ratios (1:16) determine that:

The Breakfast Club is accommodated in the school hall where the children are offered a healthy breakfast and drink. The After School Club is accommodated in the external classrooms (for ease of pick up) where children are offered a healthy snack and a drink and have access to the top playground area.

Breakfast and After School Club is not able to provide one-to-one support for individual children unless agreed at least a week in advance with the Headteacher and will depend on staff availability.

The Breakfast Club will run from 8am until 8.30am from Monday to Friday during term time. The After School Club will run from 3.15pm to 5.30pm during term time. From January 2026, after school club will finish at 4.30 pm on a Friday. Both clubs will be closed during school holidays and for 5 days each year to provide staff training and development (INSET days).

The provision is available to all families and can be booked as needed via MyED.

Charges

The charges from September 2022 per session are as follows:

Breakfast Club – Free. The school is piloting the Universal Free Breakfast club offer from the DfE.

After School Club - £4 per child **for the time period of 3:15pm-4:30pm**

£4 per child **for the time period of 4.15pm-5.30pm**



£7 per child **for the whole session – 3.15pm-5.30pm**

10% discount is applied for siblings

Payment must be paid in advance when booking. Payment is made through our online payment system MyEd at the time of booking.

Booking and Payment

Places for the Breakfast club After School Club need to be booked and paid for in advance – at least a week prior to the booking. This enables the school to staff the provision appropriately.

The school reserves the right to withdraw a child's place if fees are not paid.

Illness and cancellation

If a child is unwell on the morning of their booking, please leave a message by phoning 01326 211910. Refunds will be not given in the result of a child being ill.

Emergency contact

The school office hours are 8.15am-3.45pm, if you need to speak to a staff member of the wrap around care team, please call the number given to you on booking.

Review and Monitoring

This policy will be reviewed annually by the St Francis Local Governing Body.