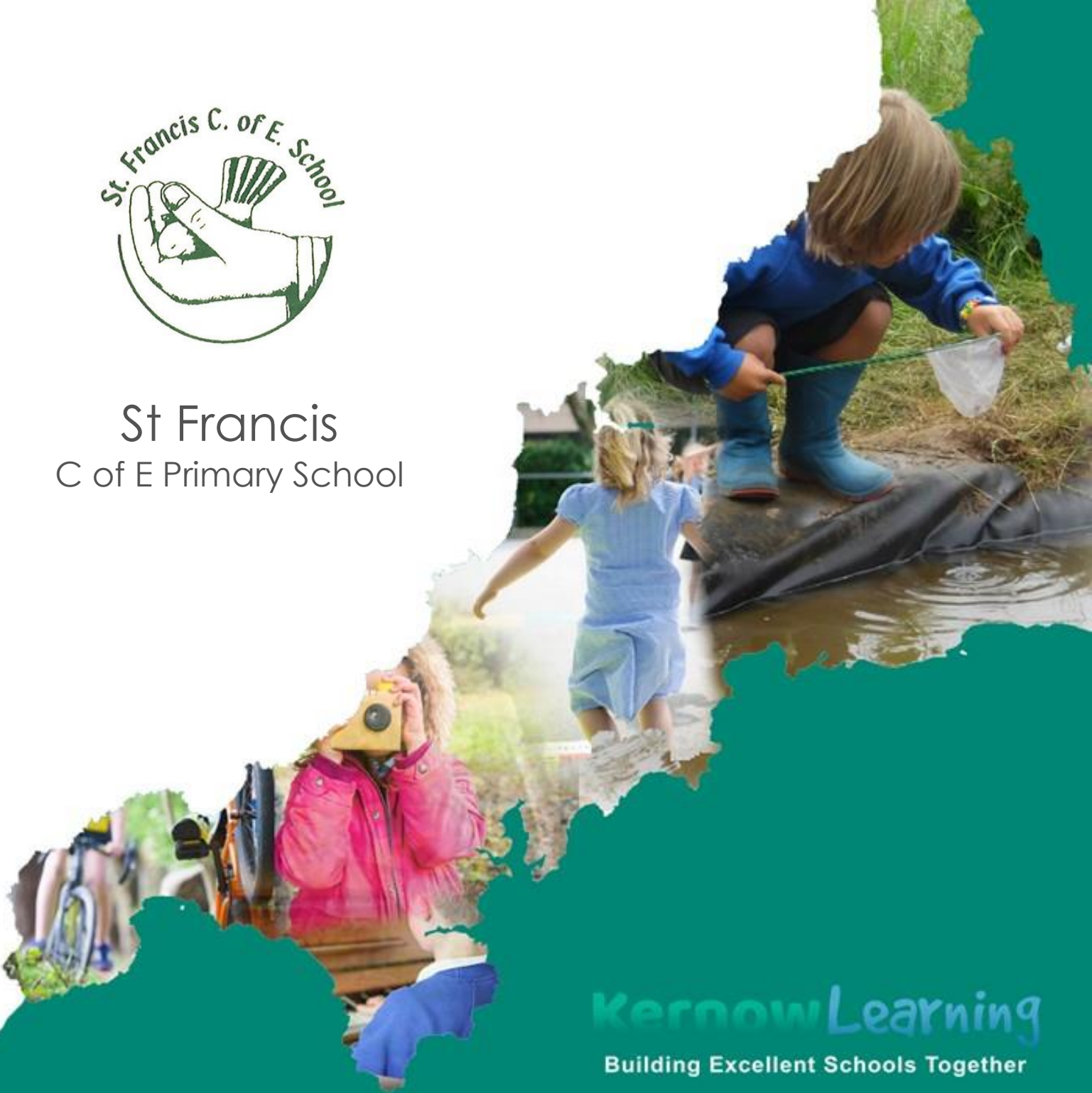




St Francis C of E Primary School



Kernow Learning
Building Excellent Schools Together

Breakfast and After School Club Policy

Version number:	V1
Date adopted by Local Governing Body:	10th May 2023
Scheduled review date:	May 2024
Statutory or Best Practice policy:	Best Practice
Appendices:	No
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 211910 or email stfrancis@kernowlearning.co.uk

ST FRANCIS BREAKFAST AND AFTER SCHOOL CLUB POLICY SEPTEMBER 2023

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 8.45am and from 3.15pm until 5.30pm 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 40 places in the After School Clubs and 30 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 new build where the children are offered a healthy breakfast and drink. The After School Club is also accommodated in the new build where children are offered a healthy snack and a drink and have access to the top playground area.

Unfortunately, the Breakfast and After School Club is not able to provide one-to-one support for individual children.

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 5.30pm 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 provision is available to all families and you can book as needed via MyED.

Charges

The charges from September 2022 per session are as follows:

Breakfast Club - £3.50 per child (10% discount for siblings)

After School Club - £4:00 per child **for the time period of 3:15pm-4:30pm**

£4.00 per child **for the time period of 4.15pm-5.30pm**

- £7:00 per child **for the whole session**

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 and After School Clubs need to be booked and paid for in advance – at least a week prior to the booking.

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.