The Bishops' C of E Learning Academy

Breakfast and After School Club Policy

Version Number	V4
Date Adopted by Governors	May 2026
Scheduled Review Date	Summer 2027
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.

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Our Christian Vision

At The Bishops' Church of England Learning Academy, our mantra, 'Faith to Belong, Believe, Aspire and Achieve' is based on The Parable of the Mustard Seed:
If you have faith as small as a mustard seed, you can say to this mountain, 'Move from here to there,' and it will move. Nothing will be impossible for you. Matthew 17:20

This underpins our Christian vision statement at The Bishops':
We belong to The Bishops' Family where through our Christian distinctiveness and nurturing ethos we celebrate our differences. We believe that we will achieve through inspirational, exciting and challenging learning that utilises our natural environment. We aspire to create endless possibilities for our pupils and to make a positive contribution to society. We achieve by enabling everyone to flourish academically, spiritually and emotionally.

Aims

The Breakfast and After School Club provides quality wrap around care for pupils at The Bishops' C of E Learning Academy. The aims of the club are to:

- support families by providing before and after school childcare from 7.45am 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 the Lounge Club and 40 places in the Breakfast Club. The school environment and the minimum child ratios meets the requirements of DfE guidelines.

Both Breakfast Club and After School club are accommodated in the Old Hall and have access to the playground and kitchen. Children will be offered a healthy breakfast in breakfast club and a snack in Lounge Club.

The Breakfast Club will run from 7.45am 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 Thursday during term time and from 3.15 to 4.15 on a 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 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 school reserves the right to make changes to the days and times offered due to unforeseen circumstances.

Admission Process

The Local Governing Body (LGB) of The Bishops' C of E Learning Academy 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 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 then be offered as and when they become available to children on the waiting list.

Parents/carers will be notified of their place within 2 working days and should accept the place **within 2 working days.** They will then be asked to complete an agreement regarding terms and conditions and a code of conduct. Once the agreement has been signed, any changes to the agreed long-term booking should be made at least 2 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 these places have be allocated a general offer will extend to the whole school.

Charges

The charges per session are as follows:

Breakfast Club:
£4 per child, per session, including breakfast **(£4.50 for ad hoc bookings/booked on same day**)

After School Club:
3.15pm to 4.15pm £5.50 per child, per session **(£6 for ad hoc bookings/booked on same day**)
4.15pm to 6.00pm £7 per child, per session **(£7.50 for ad hoc bookings/booked on same day)**

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

Payment must be paid in advance when booking. Payment is required via Plus Pay on the MyEd app (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

A 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 thebishops@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 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 visit 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.