



Trenance
Learning Academy



Breakfast and After School Club Policy

Version Number	V2
Date Adopted by Governors	May 2025
Scheduled Review Date	July 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.

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Aims

The Breakfast and After School Club provides quality wrap around care for pupils at Trenance Learning 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 5.30pm respectively and 1.45pm – 5.30pm on Fridays
- 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 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 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 7.30am 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 Thursday and 1.45pm to 5.30pm on Fridays, all sessions are 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 Covid restrictions, illness or acts of nature.

Admission Process

The Local Governing Body (LGB) of Trenance Learning Academy 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 our online payment system MyEd PlusPay and on a first come, first served basis. If there are no places at the time of booking online, the child can be added to a waiting list by emailing wraparoundtla@kernowlearning.co.uk. These places will then be offered as and when they become available to children on the waiting list. To gain access to booking a place on our Adventurers Wraparound, please email wraparoundtla@kernowlearning.co.uk and you will be sent an online form to complete. If the form is accepted, you will be granted access to book a place on our online payment system.

Parents are asked to book their child a place each half term and payment needs to be made in advance of the sessions. Any changes to the agreed long-term booking should be made at least 24 hours in advance.

Places are reviewed half termly via our school booking system.



Charges

The charges from September 2024 per session are as follows:

Breakfast Club - £3.50 per child, per session

After School Club –

Monday – Thursday 3.15pm – 4.15pm £4.50 per child, 3.15pm – 5.30pm £9.00 per child

Friday 1.45pm – 4.00pm £9.00 per child, 1.45pm – 5.30pm £15.00 per session

Payment must be paid in advance when booking online using the MyEd PlusPay system. If you pay via a childcare voucher scheme or the tax-free Government scheme, you must make this known on your initial online application form.

If you no longer need a place

One week's 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 the wraparound email address wraparoundtla@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. Trenance will consider debt collection should all other forms of communication be used with no change.

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 and any future bookings may be at risk of being cancelled. 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.

Emergency Contact

The school office hours are 8.15am – 5.00pm, if you need to speak to a staff member of the wraparound care team please call 01637 874532. Outside of these hours but during wraparound hours, please call **07599969543**.