



**Kernow Learning**  
Building Excellent Schools Together

# Breakfast and Teatime Club

Version number:	v1
Date adopted by Governing Board:	22 <sup>nd</sup> 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 01579 362519 or email [uptoncross@kernowlearning.co.uk](mailto:uptoncross@kernowlearning.co.uk)



## **Aims**

The Breakfast and Teatime Club at Upton Cross ACE Academy provides quality wrap around care for our pupils. 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 5.15pm respectively (Monday to Thursday) and until 5pm on Friday. (Term time only)
- provide play and homework 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 15 places in both the Breakfast and Teatime sessions. The school environment and the minimum child ratios meets the requirements of DfE guidelines.

We take children of primary school age (Reception to Year 6).

The Breakfast Club is accommodated in Darley Classroom where the children are offered a healthy breakfast option and a drink. The Teatime Club also have access to Darley Classroom and the playground (Supervised by an adult), in dry weather. They are also provided with a healthy snack and a drink.

Unfortunately, the Breakfast and Teatime Club are 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 SENDCo.

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 health restrictions, staff shortages or acts of nature.

## **Admission Process**

The Local Governing Board (LGB) of Upton Cross ACE Academy is responsible for the admissions to the Breakfast and Teatime Clubs. Parents and carers do not have a statutory right to appeal to an independent panel in relation to Club admissions.

Admission is via the school office 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 be then be offered as and when they become available to children on the waiting list.

Places are reviewed regularly. Towards the end of each academic term, children who are already registered will be given first refusal of places for the next academic term.

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.





### **Charges**

The charges from September 2023 per session are as follows:

**Breakfast Club** - £3.00 per child, per session

**After School Club** – Monday to Thursday - 3.15 – 5.15pm: £6.00 per session

**Friday Film Club** 3.15-5pm: £3.50 per session

***Payment must be paid in advance when booking.*** Payment is required via Parent Pay (our online payment system).

### **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.

### **Related Whole School Policies**

The Breakfast and Teatime Club is an extension of the school and therefore all school and Trust policies and expectations apply to all users of this provision.

