



Academies for  
Character and  
Excellence



## BRIXHAM CHURCH OF ENGLAND PRIMARY SCHOOL

# Breakfast & After School Club Policy

Policy date:	May 2022	Statutory policy / No
Reviewed and updated	May 2023	
Next review date	May 2024	Review Cycle: Annual
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*John 10:10*

*I have come that they may have life, and have it to the full.*

Our school's approach to this policy follows that of the Church of England Education Office in that it seeks to be faith-sensitive and inclusive. It is underpinned by Our Vision of '*Life in all its fullness*' and ensures that all of school life incorporates the values of the Christian Faith. These values are central to all that we do and determine how we will implement all policies and procedures. We want to ensure that through our gateways of citizenship, leadership, expression, exploration and flourishing, all pupils and adults are shown how to be compassionate, passionate, honest, inspiring and responsible individuals. By starting with our vision, we aim to ensure that all members of our school community understand our expectations, our practise and the ways in which we will implement this Policy.

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## 1. Admissions

The Breakfast and After school club runs from 8.00 am to the start of the day Monday to Friday, term time only (except on planned Non pupil days when the club will not run). It is the responsibility of the parent/carer to ensure that Breakfast and After school club is informed of up-to-date contact details at all times.

## 2. Behaviour Protocol:

The Club recognises the importance of positive and effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending our clubs the children will be expected to behave in the same manner as during the rest of the school day, i.e. In accordance with the schools Behaviour Management Policy.

- In addition, staff and children will work together to establish a clear set of "ground rules", Governing behaviour in After-school clubs. These rules will be periodically reviewed so that new children have a say in how the rules of the club operate.
- In the event of negative behaviour occurring, staff will explain to the child why their behaviour is unacceptable and the consequences of any further such incidents.
- Wherever possible, staff will also try and discuss concerns with parents at the earliest possible opportunity.
- Persistent unacceptable behaviour from a child may result in the parents being requested to withdraw their child from the club.

The Breakfast and After school club will adhere to all school policies:

[www.brixhamcofe.org/policies](http://www.brixhamcofe.org/policies)

## 3. Uncollected Children

Children in need to be clerk elected by the finishing time of 4.30 pm.  
If a child is uncollected staff will use the contact names and numbers provided by the parent/carer. If all means of contact are exhausted and a child remains uncollected, in order to safeguard the child we will contact our DSL for advice, if we cannot reach our DSL we will contact the safeguarding hub.

Parents/carers who are persistently late when collect doing their child after 4.30pm finish times we will have their child's place withdrawn from the club.

**NB: Any children attending school will who have not been picked up at the end of the normal school day will automatically be put into the After school club at 3.30pm. After this time, any family that has not collected their child will be invoiced the session cost of £3.00**

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## 4. Methods

In order to achieve this aim, the After-school club operates the following policy:

- We plan to open our doors for all of term time for five days a week (except on planned Non pupil days when the club will not run)
- Our Breakfast club will begin at 8.00am and end at the start of the school day.
- Our After-school club will begin at 3.15 pm and end at 4.30 pm

## 5. Session Costs

Parents/carers must book via emailing [admin.brixham@acexcellence.co.uk](mailto:admin.brixham@acexcellence.co.uk) and pay for sessions by having funds available on their ParentPay account.

- The cost of each session for either Breakfast club or After school club is £3.00
- Bookings are made via email and payments are made through ParentPay using your ParentPay login details
- We will expect ad-hoc booking made via the school office if we have spaces.
- We ask you Pre book your sessions in advance as much as possible.
- If the club is oversubscribed and we will not be able to offer you a space.
- We reserve the right to review and, if necessary, revise, session costs on a termly basis.
- If sufficient places have not been booked to maintain the financial viability of the setting, we reserve the right to close the Breakfast and After school club.

## 6. Cancellations of sessions:

If you need to cancel a session, please advise the school office as soon as possible

## 7. Monitoring:

This policy will be monitored annually by the headteacher.