



ODST
Oxford Diocesan
Schools Trust

Bampton CE Primary School and Nursery



Belonging, Believing, Building

To be the best we can be for ourselves and for other

Title of Policy	Breakfast Club and Afterschool Club Policy
Date Adopted by the Governing Body	September 2025
Review Date	September 2027

Aims:

- To provide childcare before and after school
- To promote the health and wellbeing of children
- To provide a caring and welcoming environment for children at the start and end of the school day
- To provide a range of activities to meet the needs of the children in our care at the start and end of the school day

Organisation**Opening times**

Breakfast club operates every school day from 7:30am until 8:45am.

Afterschool Club operates every school day from 3:15pm until 5:30pm.

There are two sessions; a short session from 3.15 until 4.30pm and a longer session from 3:15 until 5:30pm.

Breakfast Club and Afterschool Club operate during term time only.

Spaces are limited to 30 children.

Access:

To access Breakfast and Afterschool Club please use the library door. Ring the doorbell at the side of the door to alert the staff to your arrival. A member of staff will ask you to sign your child/ren in or out.

Register:

The person in charge of the club records every child's attendance in a daily register.

Parents/Carers must sign their child/children in for Breakfast Club. If children arrive unaccompanied the Breakfast Club staff will sign them in on the register.

Children attending Afterschool club will be signed in by staff and parents/carers must sign them out from After School Club.

The time must be recorded in the register.

Children must be collected by the end of the session for which they are booked. If a parent/carer is late collecting for the shorter session (after 4.30pm) then they will be charged the additional £5.00 to cover the cost of the longer session. If children are not collected by 5.30pm, the end of the club session, parents/carers may be charged a late collection charge of £5.00 and the following procedure will be followed:

- All information regarding normal collection routines will be checked by the club leader.
- Parents will be contacted using the information provided on the After School registration form. Should the club leader be unsuccessful in contacting the parents, information from details provided to the after school club will be used to contact an authorised adult as named by the parent/carer.
- If an authorised adult is unable to collect the child the after school club leader will contact the headteacher.
- If an authorised adult does not collect the child by 6.00 p.m. the club leader will inform the headteacher and contact social services.

Please also refer to our non-collection of children policy

Charges: From September 2025

Morning Session from 7:30am -8:45am at £5.00 per child per session, including breakfast

After School Club costs:

3:15-4:30pm at £6.00 per child per session

3:15pm-5:30 pm at £12.00 per child per session.

Late Collection charge of £5.00 per pupil per half hour

Example of Breakfast Menu:

Cereal

Toast with butter/low fat spread

Jam, honey, marmite

Semi-skimmed milk

Water

Fresh fruit

We shall encourage children in our care to make healthy options when choosing a breakfast.

The club stocks a variety of non-sugary breakfast cereals e.g. Shreddies, Rice Crispies and Weetabix. We also offer a variety of breakfasts during the week including yoghurt, fruit, crumpets, scotch pancakes etc. and warm breakfasts during the winter months.

Example of After School Menu:

Soup

Hot dogs

Pizza

Sugar Free Squashes or Milk

Toast/crumpets/Bagels

Fruit

Biscuits

School registration forms should inform staff of any allergies or special dietary requirements.

Space

The clubs meet in the school hall where a range of activities will be set up for the children to access. The food is prepared in the kitchen and served at tables.

If the hall is not available the clubs will use an alternative room and parents/carers will be informed of where to collect children from.

The clubs are able to use the school outdoor environment.

Staffing and Qualifications

Our breakfast club leader is trained to NVQ3 level. All staff have also received training in food hygiene and preparation. Both the leader and the assistant are First Aid trained and have received Safeguarding training. Other staff members are also on the premises during the clubs opening hours.

Storage of Provisions

All food stuffs are stored in a cupboard in the kitchen. The fridge in the kitchen is used for the storage of perishables. The fridge is regularly tested for temperature and cleanliness.

Storage of equipment

The club's own equipment is stored in the cupboards in the school hall for ease of access. The clubs are able to use school equipment with the prior agreement of the headteacher. (For example, i-pads, sports equipment)

Booking

Booking for all sessions is to be made through your account on ParentPay. All sessions must be booked at least a week in advance. In case of an emergency a request for a late booking must be made through the school office and is dependent on their being a space available. Refunds cannot be made for unattended sessions unless the school have been notified that the child is ill and not attending school.

Purchases

The club leader puts in a request with the office staff for food as required. Purchases are made using the school procurement card.

Requests for equipment are put to the headteacher.

All purchases are recorded for budget monitoring.

Code of Behaviour

Expectations reflect our school policy on behaviour. Consequences for poor behaviour are in line with school policy and procedures. Persistent poor behaviour will result in the offer of a place at Breakfast Club and After School Club being withdrawn.

Health and Safety

The environment for the clubs is risk assessed and reviewed regularly.

All activities are risk assessed by the club staff and approved by the headteacher.

The staff have access to the school First Aid kits.

Medicines

Club staff are not obliged to administer medicines. Any request for the administration of medicines must be done in line with the school First Aid and Medicines Policy.

Any injuries must be recorded and reported to parents/carers on collection. Parents/carers are required to sign the First Aid record.

Safeguarding

Parents and carers must see children in to the building and sign them in on the register. For safety reasons children unaccompanied on site before 8:40am will be sent into breakfast club and parents charged for this session.

Children will only be released to the care of named adults and this adult will need to sign the register to confirm collection. Only children who have permission to walk home alone will be released at the stated time from Afterschool Club.

Photographs

The staff will use and store data and photographs in accordance with the school policy. Photographs will be used for displays, as evidence of a range of play activities and on the website but only with parental permission.

Mobile phones

Mobile phones will only be used in an emergency to contact parents. Club staff have access to the school phones.

Mobile phones will not be used by staff for personal use during the session and must be switched to silent. Any photographs taken on a mobile phone will be downloaded to the school staff shared area and deleted from personal phones before leaving site.

Please also refer to Photograph and Mobile Phone Policy