



BREAKFAST & AFTER SCHOOL CLUB POLICY

Updated: September 2026

Introduction

Breakfast and After School Clubs at The Beeches Primary School exist to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

Breakfast Club operates from 7.30am – 8.30am and the After School Club operates from 3pm – 6pm, the Clubs are during term time only, and current costs for each session can be obtained from the School Office. A copy of this policy is provided to all parents of children attending our school clubs and is also available on the school website.

All parents must complete a club policy form for each child attending the club.

Admissions to our Clubs

- Only children attending The Beeches Primary School are eligible to attend our Clubs.
- All places are subject to availability.
- All club Staff are made aware of the details of a new child who will be attending their Clubs.
- Children's attendance is recorded on a school club register.
- After School Club sessions must be booked and paid through Arbor, in advance.
- We are unable to make refunds once a place has been secured through payment on Arbor.

Arrival and Departure for Clubs

Breakfast Club

- Parents/Carers are required to drop off their child for Breakfast Club via the Upper Hall Door / Dining Room Entrance.
- The Breakfast Club start time is 7.30am.
- Children must arrive no later than 8.15am.
- Children will be escorted or sent to their class after the club.

After School Club

- Staff will escort children in Years Reception to Year 3 to the After School Club
- Children in Years 4 to 6 will be sent to the After School Club.
- The After School Club Staff will take a register of all contracted children and will liaise with the class teacher/School Office to determine any reason why a child is not accounted for.
- If a child is not going to attend the After School Club session, then parents can inform the school office

Departure from After School Club

- Please collect your child at the end of the After School Club session, promptly.
- If there are children left behind after the club finishing time, then a fine will be issued to the parent for late collection.
- Parents/carers must ensure that any person who may collect their child is listed on their child's record and permission given by parent.

Daily Routine of our Clubs

Breakfast Club

- Children come to a hall area where a range of activities are set out.
- Children wishing to have breakfast wash their hands ready to enjoy fruit and a yoghurt.
- 8.25am tidy up time encouraging the children to take responsibility for the environment.
- 8.30am children collect their coats and bags and go to class.

After School Club session

- 3.00pm children arrive at club.
- Children will take part in a variety of activities: homework, art, sports
- Children will be offered a snack.

Behaviour

Whilst attending any of our school clubs, children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at our Clubs.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents will be recorded on a school accident form, accurately reported to the parents/carer upon collection and signed by a member of staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.

Parents of any child who becomes unwell during Club will be contacted immediately.

Uncollected children from the After School Club

- If a child has not been collected from the After School Club. Parents will be contacted in the first instance by telephone and additional contacts parents have provided on the School Management System, will be telephoned in the second instance.
- If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.
- A fee will be applied for late collection of children from the After School Club.

Related Whole School Policies:

- Safeguarding and Child protection policy
- Equal opportunities policy
- Health and Safety policy
- Behaviour policy



BREAKFAST & AFTER SCHOOL CLUB AGREEMENT

I **Parent / Carer of**

have read a copy of the club policy; and accept and agree to abide by the terms there in.

Parent / Carer's Signature

Print name

Date