



**We Grow and Learn with Jesus**

**St Anthony's Catholic Primary School**

**Policy for Breakfast and After School Club**

**Updated February 2026**

We aim to provide a welcoming and calm environment in which the children can enjoy a healthy breakfast/tea. It is also our aim to provide value for money, maintaining high quality provision whilst ensuring the sustainability of the clubs:-

We will ensure that:

- There are always 3 members of staff present during Breakfast Club and 3 or 4 (ratio dependent) staff at Afterschool Club.
- There are always qualified first aiders on site, some also have Paediatric First Aid.
- The children are provided with a healthy breakfast consisting of cereals, toast, fruit, water or milk.
- The children are provided with a choice of food such as toast, bagels, soup, pasta, beans on toast or similar.
- Any child's allergies and/or dietary requirements are adhered to.

The Breakfast Club runs Mondays to Fridays during School term time. Breakfast Club is available to children attending St Anthony's Catholic Primary School from Reception to Year 6.

After School Club will run Monday, Tuesday and Thursdays and is available to children attending St Anthony's Catholic Primary School from Reception to Year 6.

We are committed to promoting Equal Opportunities, and all children are welcome to attend either club. However, in order to maintain the highest standards of safety and supervision, staff-to-child ratios must be strictly adhered to. Attendance will therefore be managed in line with these required ratios to ensure the wellbeing of all children.

Breakfast Club is from 7.30 am to 8.45 am  
After School Club is from 3.30 pm to 6.00 pm

### **Late collection Payments**

**After School Club staff are available only until 6:00 pm each evening, and all children must be collected by this time. Please be aware that our pedestrian gate locks automatically at 6:00 pm, meaning parents will not be able to access the site after this point. To ensure a prompt collection, parents should arrive on the school grounds before 6:00 pm. We recommend entering through the gate no later than 5:55 pm.**

<b>Collection Time</b>	<b>Late Fee (per child)</b>
<b>Up to 15 minutes late</b>	<b>£5.00</b>
<b>More than 15 minutes late (up to 6:30 pm)</b>	<b>£10.00</b>
<b>After 6:30 pm</b>	<b>£20.00</b>

**Please note that if a parent is persistently late, the child's place in the After School Club will be withdrawn.**

## **Admissions Procedure**

Spaces are limited to 24 for Breakfast Club and 24 for After School Club and will be allocated on a 'first come first served' basis. On a day where four staff are available there are 32 spaces. Once all places are filled a waiting list will be started.

## **Booking & Cost Procedure**

Breakfast/After School Club sessions must be booked and paid for half-termly in advance. The cost of each pre-booked Breakfast Club session is £7.00 (which includes breakfast) and for Afterschool Club the cost will be £12.00 per session (which includes tea). Attendance at the clubs is dependent on fees having been paid up to date, in advance. Late or non-payment of fees can result in the withdrawal of the child's place. Two weeks written notice will be required if a parent/carer wishes to cancel their child's place at either of these clubs.

Both clubs will take place in the dining room. Children in After School Club need to be collected from either the IT door or main door depending on the time of collection. The parent/carer is to press the buzzer and wait. A member of the Breakfast or After School staff will open the door as soon as it is convenient to do so.

## **Signing in and Signing Out Procedure**

A register is kept of children on arrival at the clubs.

At the end of the Breakfast Club session Reception and KS1 children will be walked to their class by a member of staff at 8.45 am in time for the start of the school day. Key Stage 2 children will walk outside and line up ready for the start of the school day.

At the beginning of After School Club children from Reception will be escorted to the dining room by school staff. Children from Year 1 to Year 6 should go straight from their classroom to the club area in the dining room.

Once a parent/carer/ authorised adult has collected a child the child's name is highlighted on the register in acknowledgement of the collection. Any late collection times are recorded by staff in order for a late fee to be applied the following day.

## **Collection of children**

Parents and carers are responsible for ensuring that the school is fully informed of the designated adult collecting their child each day. Any changes to collection arrangements must be communicated directly to the school **in advance**. Staff are not permitted to release a child to any adult who has not been formally authorised by the parent or carer.

Where a parent has delegated collection responsibilities to another parent, it is the responsibility of the collecting adult to notify the other parents involved if they are delayed or if any changes occur within this private arrangement. The school is not responsible for informing parents that their child has been collected late by another adult. If the designated adult responsible for collecting a child can **not** be contacted, we would then contact the

parent/carer of the child. This would only be an action if we were **not** able to contact the designated adult responsible for collection.

Please refer to **Appendix 1** for the required permission form authorising another parent or childminder to collect your child. This form must be completed by all parents who wish to delegate collection responsibilities to another adult.

### **Contacting Staff**

A Club mobile phone will be switched on during Club operating hours. This phone is for emergency use only. It may be used to contact parents or carers if a child becomes unwell or has an accident.

The telephone number may also be provided to parents and carers should they need to inform the Club of a delayed collection or a change to the collecting adult. This number must be used for emergencies only, as any changes to authorised collection arrangements must be communicated to the school in advance.

The Club phone number is: **07355 479098**.

### **Children's Accident Procedure**

We will inform parents/carers or the person responsible for collecting the child of any minor head injuries/cuts/grazes at collection time for After School Club Children.

Any accidents will be logged by club leaders and will be recorded on Medi tracker by the school welfare assistant following the After School Club session. Breakfast Club children's injuries or illnesses will follow our Medi tracker procedures.

If the accident is an emergency, we will use all the contact telephone numbers provided on the Registration Form to contact the parent or carer. If the child needs emergency treatment, an ambulance will be called, and we will administer first aid prior to medical assistance arriving. A qualified member of staff will accompany the child to the hospital to be met there by their parent or carer. A teacher or other member of staff will be called upon to cover the club if the ratio requires it.

### **Children's Illness Procedure**

If a child becomes ill during Breakfast/After School Club, we will use all of the contact numbers provided on the Registration Form to contact the parent or carer and to arrange for the child to be collected from school.

We request that the child is collected as a matter of priority after the parent or carer has been informed to minimize the spread of infection.

The class teacher will be informed that the child has been collected from Breakfast Club and will know the reason why the child will not be attending school that day.

## **Administration of Medicine Procedure**

If a child needs their inhaler then a member of staff will escort the child to their classroom and observe that the medication has been taken correctly.

If a child shows signs of a possible allergic reaction, such as the appearance of a rash, the parent or carer will be contacted immediately. If the parent or carer instructs staff to administer a child's medication held in school, this will be carried out in accordance with school procedures.

Once the medication has been administered, School Welfare, the school office, and the child's class teacher will be informed. This will also be recorded using Medi tracker. This is the only circumstance under which medication may be administered.

If a child has a severe allergic reaction during Breakfast/After School club and requires his/her epi-pen then this will be given by a trained member of staff in line with the policy procedure set out in the school policy file.

## **Sharing of Information Procedure**

As childcare professionals, we have a duty to safeguard all children within our care and our school policies and procedures documents outline this in detail. For best practice, for those children attending Breakfast/After School Club, we will share any professional information needed in order to fully safeguard the children within our care.

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast/After School Club, will have current DBS clearance and Safeguarding training.

## **Behaviour**

As both clubs are run by school, the existing school Behaviour Policy will be followed. Any incidents of poor behaviour will be dealt with by the staff but if the behaviour persists the child's place will be rescinded.

## **Parent/Carers Messages for Teachers Procedure**

Messages from parents and carers for class teachers must be sent via email to the school's admin address. Club leaders are not responsible for, and cannot be expected to pass on, verbal messages.

## **Fire Procedure**

In the event of a fire, children and staff will follow the normal school procedures leaving the building calmly and orderly via the closest exit. They will make their way to the front playground. The club register should be taken outside and all names checked.

## Appendix 1

### After-School Club – Authorisation for Collection by Another Adult

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date(s) this arrangement begins: \_\_\_\_\_

Name of authorised adult collecting the child: \_\_\_\_\_

Relationship to the child (if any): \_\_\_\_\_

Contact number for authorised adult: \_\_\_\_\_

#### Parent/Carer Confirmation:

I confirm that I give permission for the above-named adult to collect my child from the after-school club on the date(s) stated.

I understand that it is my responsibility to inform the school of any changes to collection arrangements and that staff cannot release my child to anyone who has not been authorised by me.

It is the responsibility of the adult named above to inform me if they are late to collect my child.

I understand that I will only be contacted if the person named above cannot be reached in the event of lateness.

Parent/Carer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_