



Wrap Around Care (WAC) Breakfast and After School Club Policy

Reviewed: July 2025

Next review July 2026

Staffing

The Breakfast and After School Club Leader is Mrs Clifton. The school employs After School Club Assistants to support the club.

Opening times

The Club is open Monday to Friday during school term time

Breakfast Club 7:30am – 8:35am

After School Club 3:25pm – 5.45pm

Activities

Children are offered a wide range of stimulating activities, planned for enjoyment and relaxation with the opportunities to develop new friendships and skills.

Children are free to choose the activity they wish to use and are actively encouraged to plan their own games and activities.

Booking

1. **All sessions must** be pre-booked and **paid for *in advance*** through your child's Arbor account by 6pm the day before a place is needed. If you pay using Childcare vouchers you must pay in advance. Please see Appendix 1 for information about how to book.
2. If a child arrives at Breakfast Club who has not been booked in then the child will not be able to attend that session.
3. If a child arrives at After School Club who has not been booked in then parents and carers will be contact and a late collection fee will be required to be paid. A member of the school's safeguarding team will also be notified of the non-collection of the child. If contact cannot be made, or collection is not possible, we may consider this a potential safeguarding issue and procedures will be followed, in line with our statutory duty, including seeking external consultation where necessary.
4. It is recognised that in rare circumstances, a child may require a space in after school club at short notice (e.g., in an emergency of if a parent is delayed due to traffic). An invoice will be sent to you for payment within 7 days. We reserve to refuse further bookings until the payment is made.
5. Drop off and pick up for all children is from the external WAC room door

Charges

Breakfast Club (Term-time only)

- Breakfast Club runs from 7:30am to 8:35am
- The charge for Breakfast Club is £5.00 per session.

Breakfast is provided for children:

- Cereal with milk
- Toast
- Milk, water or squash to drink

After School Club (Term-time only)

After School Club runs from 3.25pm (the end of the school day)

Pick up 4.30pm £5.00

Pick up 5.45pm

Half session (following a school after school club) £7.50

Full session: £10.00

A light snack is provided for children from 4.15pm:

- Fruit (Bananas and apples)
- Popcorn
- Cereal bars
- Yogurt Tubes
- Water or squash to drink

Late Collection of children

Please note that our After School club closes at 5.45pm. It is important that your child is collected by this point.

Late collections – there will be a discretionary late collection fee of £10

A member of our Safeguarding Team will also be alerted as part of our safeguarding procedures.

Recurring Late Collections

Where there are recurring late collections by parents, we will seek to address this through a solution-focused meeting with a member of our Senior Leadership Team. Following any meeting, should late collections continue, we reserve the right to refuse a place at our Breakfast or After School Club.

Cancellations

All cancellations must be made by 5.45pm the day before to receive a refund. In this case the fee will be carried forward to a future session.

Any cancellation made without 24 hours' notice will be charged.

Drop off and collecting children

Mornings

- Pupils should arrive at the door of the Wrap Around Care room.
- All pupils should be dropped off by a responsible adult and handed over to a member of staff. Pupils may arrive from 7:30am onwards.
- All children are released to their classrooms from WAC room at the start of the school day. Children in Reception and Year 1 are escorted to their classrooms.

After school

All children will meet in the hall at the end of the school day and will then be escorted to the WAC room where a register will be taken.

Children must be collected by an authorised person, from the door of the WAC room. We operate a password system if the adult is not the regular parent/carer collecting. You must inform the office of any changes to who is collecting during the normal school day (8:30am to 3.30pm).

School Trips/Visits/Representing the School

Bookings that were not used whilst a pupil is on a school trip, visit or representing the school will not be charged and any pre-payments will be used against a future session.

Complaints:

Any complaints will be dealt with using the Unity Schools Partnership Trust complaints policy.

Appendix 1.

Booking: Log onto your child's Arbor account

To register for Breakfast and Afterschool Club you must log on to **log onto your child's Arbor account** on your mobile, laptop or computer.

You will then be able to book and pay for your child's/children's sessions.

Any problems during school hours, please ring the school office 01440 702836 where they can put you in touch with Mrs Clifton WAC Leader for Breakfast and Afterschool Club.