

Tenbury C.E. Primary Academy



'Therefore encourage one another and build each other up.'

Thessalonians 5:11

Before and After School Club Policy

Last Reviewed: May 2026

Next Review due: May 2028

Introduction

The Breakfast Club and After School Club is run by Tenbury CE Primary Academy and exists to provide high quality out-of-school-hours childcare for our parents and carers. It provides a range of stimulating and creative activities in a safe environment.

The Breakfast Club operates from 7.30am – 8.45am and the After School Club from 3.30pm – 6pm term time 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 the club and is also available on the school website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending Tenbury CE Primary Academy are eligible to attend the club
- Children age 3+ are able to attend
- All places are subject to availability
- The registration process must be completed prior to the child's commencement at the club
- All club staff are made aware of the details of a new child
- Children's attendance is recorded in a register

Arrival and Departure

Breakfast Club

- Parents/Carers are required to bring their child directly to the club, where they are signed in by a member of staff. You should enter the club via the bottom hall door, near to the main school entrance.
- Children will be escorted to their classroom or onto the relevant playgrounds at 8.45am by the club staff, depending on the age of the children.
- Nursery children will be collected by a member of Nursery staff

After School Club

- Nursery, Reception, Y1 and Y2 children will be escorted to the club by a member of staff
- Y3,4,5 and 6 pupils will go independently to the school office to meet the After School staff
- The club staff will take a register of all children booked into the club and liaise with the class teacher/school office to determine a reason why a child is not accounted for (e.g. has gone home early due to illness)
- When a child is collected from the After School Club by a parent/carer, the time is recorded by a member of the club staff
- Parents/carers must ensure school are aware of who will be collecting their child and let the school office know if this changes.

Daily Routine

Breakfast Club

- 7.30 -8.45am parents bring their children to Breakfast Club situated in the school hall, where a range of activities will be available
- Children wash their hands on arrival, ready to enjoy a freshly prepared breakfast. Children are able to choose from a variety of cereals, toast, fruit and pastries and either milk or water to drink.
- 8.35am tidy up time, encouraging the children to take responsibility for the hall environment
- 8.45am children collect their bags and coats and are escorted to the appropriate playground/classroom ready for the start of the school day

After School Club

- 3.30pm children go to the club
- 3.45pm children are offered a snack such as bagels, toast and fruit and a drink
- Children can then choose from a range of play and planned activities, both indoors and outdoors (weather permitting)
- 6pm is the end of club. Children can be collected by parents/carers at any time before this from the Reception Class door off the staff car park. Parents/carers can park in this car park after 4pm and knock on the Reception class external door, where a member of staff will let them in.

Behaviour

Whilst attending Club 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 the club!

Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Sticker rewards
- Informing parents about individual achievements
- Following our whole school behaviour rewards system and awarding house points etc

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 temporarily be removed from the activity
- Staff will explain why the behaviour displayed is inappropriate
- Staff will encourage and facilitate mediation between children to try and 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 Headteacher may make the decision to exclude the child from the club. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of club staff.
- Accident records must give details of the time, date, nature of the accident, 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. If a child is sent home during school hours, Club will be informed of their absence.

Missing or Uncollected Children

Missing children

In the event that a child goes missing, the following procedure will be undertaken:

- Senior staff will be informed of the missing child
- The Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

Uncollected children

If a child has not been collected by 6pm, parents will be contacted by telephone. If they cannot be reached, the additional contacts that parents have provided will then be contacted. If these contacts are unavailable, after approximately 30 minutes, the police and social services will be informed.

A charge will be levied for late collection, at a minimum of an additional half an hour.

Payment of Fees

The payment of all fees is through our electronic 'School Money' system.

Breakfast Club: charges for the week are entered into School money after the club has finished on a Friday morning, by our School Administrator.

After School Club: charges for the previous week are entered into School Money on a Monday morning, by our School Administrator.

It is a requirement of the Club that all parents pay their fees promptly in accordance with the payment schedule. All fees must be paid by the end of each calendar month.

The parent signing the clubs registration form is known as the 'contracting parent' and is responsible for the payment of all fees.

If a parent is experiencing difficulty with payment of fees, they should contact the school office as soon as possible. Our staff will treat all matters with confidentiality and arrange for discussions in private.

All fees must be paid through our School Money system or childcare vouchers through the Tax Credit BACS payment system, as we are a 'cashless' school.

If payments are outstanding, this may result in a parent being unable to use the Breakfast Club and After School childcare.

Safeguarding

If staff ever had any safeguarding concerns with regards to any children attending the Breakfast or After School Club, they would follow the usual Tenbury Primary Academy safeguarding procedures, set out in our Child Protection Policy. The Headteacher, Mrs Phelps, is the Designated Safeguarding Lead for the school.

Related Whole School Policies:

- Child Protection Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Behaviour Policy

This policy will be reviewed every two years.

Next review due: May 2028

Tenbury CE Primary Academy



Before and After School Club Pupil Registration Form

PUPIL PERSONAL INFORMATION

SURNAME:		FORENAME:	
HOME ADDRESS:			
POST CODE:		TELEPHONE:	

MAIN CARER INFORMATION

TITLE:		FORENAME:		SURNAME:	
PHONE:	Club time	1.			
	Mobile	2.			
	Home	3.			
	Work	4.			

OTHER CONTACT INFORMATION – Please provide at least two

TITLE:		FORENAME:		SURNAME:	
PHONE:	Club time	1.			
	Mobile	2.			
	Home	3.			
	Work	4.			
Relationship to child:					

TITLE:		FORENAME:		SURNAME:	
PHONE:	Club time	1.			
	Mobile	2.			
	Home	3.			
	Work	4.			
Relationship to child:					

PUPIL MEDICAL INFORMATION

DOCTOR'S PRACTICE:		MEDICAL CONDITIONS:	
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Is there a current Health Care Plan in school? Yes/No

DIETARY INFORMATION

Allergies

Vegetarian

Please specify further detailed information if you have ticked any of the above or would like to add any other relevant information:

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