

Lobley Hill Primary School Breakfast Club and After School Club Policy

Approved by:	Governing Body	Date:
Last reviewed on:	July 2026	
Next review due by:	July 2027	

Introduction

Lobley Hill Primary School's Breakfast and Wrap Around Care Provision (WACP) exists to provide high quality out-of-school hours childcare to support parents and carers. The clubs provide a range of creative activities in a safe environment.

Breakfast club operates from 7.45am-8.50am and Wrap Around Care from 3.30pm-6.00pm during term time. Admittance to Breakfast Club will only take place via the KS1 main doors between the allocated times below:

7.45am-7.55am

8.15am-8.20am

Children arriving outside these times will not be admitted and access is not permitted through the main reception.

The policy, which has been approved by governors, will be issued to parents and available on the school website.

Costs for 2026-27 are:

Breakfast Club	-	£3.00 or free to children entitled to free school meals
Wrap Around Care	-	Until 4.30pm - £6.00
		Until 6.00pm - £10.00

If children attends the session after an in-school club, the following criteria is applied. This is because, in line with staffing ratios, a space is occupied.

- A child who attends the provision following a club which finishes at 4:15pm will be charged £1 if collected at 4:30pm. This can only be applied if a space is available.
- A child who attends the provision following a club which finishes at 4:15pm and is collected after 4:30pm, a charge of £10 is applied.
- A child who attends the provision following a club which finishes at 4:30pm will be charged £10.

The booking procedures shared below would need to be followed in order to secure a place.

All parents/carers must complete a registration form for each child attending Wrap Around Care Provision.

Attendance

- Only children attending Lobley Hill Primary School are eligible to attend either club.

- All places are subject to availability.
- The registration form must be completed prior to the child's commencement at the Wrap Around Care Provision.
- Attendance is recorded on a register.
- The maximum number of children at Breakfast Club is 16 Nursery and Reception children and 72 children from Y1 – Y6.
- The maximum number of children at Wrap Around Care is 8 Nursery and Reception children and 12 children from Y1-Y6.

Information

Breakfast Club

- Children are dropped off at 7.45am or 8.15am to the main KS1 door
- Children will be offered cereal, toast, croissants, pain de chocolate and fruit
- Any allergies will be offered an alternative option, as needed.

Wrap Around Care

- Children booked in will be collected by the WRAP staff at 3.20pm and 3.30pm.
- Children booked into the 4.30pm session will be offered a biscuit/crackers and children booked until 6.00pm will be offered a sandwich, crisps and a piece of fruit.
- Children can only be collected by a person named on the registration form.

Behaviour

The school's behaviour policy, available on our website, will be adhered to throughout the sessions.

Our behaviour policy is centred around a restorative approach. Where behaviours are deemed as high-level incidents, in line with our behaviour policy, a member of the Senior Leadership Team will meet with the child and parents. If behaviours continue, this may result in the child being removed from the sessions. At all points, we will continue our strong home – school relationship and work with the family. Staffing of our Wrap Around Care are school staff, who are known to the children.

First Aid

- All incidents are dealt with by a qualified First Aider.
- All accidents are recorded on the accident sheet and all major accidents will be reported to H&S at Gateshead Council.
- Parents of children who become unwell at the sessions will be contacted immediately.

Booking

Please book all spaces in advance. All bookings and payments are made through the Arbor booking system. The system will close to bookings for the Wrap Around sessions on a Monday morning for that week. A service of emergency ad hoc child care can be provided if the school office is contacted by 12pm of that day and there is availability on that occasion.

Booked places for Wrap Around sessions must be paid for even if a child does not attend unless 24 hour notice is provided to the school office.

Payment of Fees

The school operates a zero debt policy for both clubs. It is a requirement that these sessions are paid promptly in advance where possible. Non payment of sessions may result in a cancellation of future bookings.

We accept the following forms of payment:

- Tax free childcare

WACP Uncollected Children

If a child has not been collected by 4.30pm or 6.00pm, parents will be contacted in the first instance by telephone. Then additional contacts that parents have provided will be telephoned. If these contacts are unavailable the school will follow its late procedures which may involve contacting the police and social services.

A charge will be levied for late collection. A fee of £15 will be applied from 6.00pm then £5 thereafter for every 15 minutes.

Any children who are not collected at the end of the school will be taken to the school office. After 3:35pm, children will be taken to WACP provision. After discussion with the Executive Headteacher/Head of School, a charge of £10 will be levied.

What activities can we offer?

Furniture, equipment and toys are provided for a range of activities. These can include art, cooking, sports and games, board games and puzzles, music and drama, reading and storytelling, imaginative play and help with homework. The age of children is considered so that activities are appropriate. Equipment conforms to British Safety Standards.

Which resources do we have?

Breakfast Club will normally be sited in the school hall and WACP will be in the skills room. We ensure that the spaces are child and parent/carer friendly, well lit and properly ventilated. Provision is made for a quiet area and we have adequate storage space.

There are adequate toilet facilities available to the members of the clubs. During Breakfast Club the children will serve themselves with the daily food choices. Children at the WACP, unless actively supervised by a member of staff during the preparation of the snack, children are not permitted access to the kitchen area for hygiene and safety reasons.

The facilities are welcoming and we offer a range of activities to promote child development through play. There is a balance of indoor and outdoor activities for the WACP sessions, weather permitting.

How do we ensure that we fulfil legal requirements?

We meet the requirements of current legislation pertaining to After School Clubs according to The Children's Act Regulations.

How do we safeguard the health and safety of everyone at the clubs?

The protection and safeguarding of the child is the first priority. At least one member of staff must hold a current First Aid certificate: at the time of writing all members of staff are in possession of this qualification. The administration of medicines is carried out only under advice and according to school policy. A First Aid box is clearly identifiable and accessible. The registered person takes steps to promote safety and ensures precautions are taken to prevent accidents and procedures are in place for recording incidents in their eventuality. Actions are taken to minimise risks, and the premises are kept clean. This is particularly important in the area of food preparation where one member of staff must have possession of a Basic Food Hygiene Certificate.

Staff are trained in Child Protection procedures and follow these by handling concerns and allegations discreetly and sensitively and will pass information to a Designated Lead immediately. The staff at Lobley Hill Primary School already work closely with the children, know them and are therefore in a position to notice changes.

Children are secure and safe on the premises and are supervised at all times, the definition of supervision being *within sight or hearing of a member of staff*. Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out regularly. Access to the premises is controlled and visitors must sign in.

Are the children provided with food and drink?

Children are provided with adequate food and drink, prepared on the premises by staff. At least one member of staff holds a Basic Food Hygiene certificate (the manager) and all food and drink complies with dietary and religious requirements and with the school's status as a "Healthy School". Parents submit an information form outlining religious requirements and allergies. Fresh drinking water is available to children at all times. Children may choose to bring their own snacks to After School

Club. If they do, parents must ensure that the snacks contain no nuts or seeds in order to protect children at the school with allergies.

What is our policy on Special Needs and Disabilities?

We are proactive in ensuring that any appropriate action is taken when a child is identified as such. Their welfare and development is promoted so that they have equal access to the play provision. Staffing arrangements are considered to meet the individual needs of children who have special needs but unfortunately we cannot offer 1:1 support for any child. The environment is organised so that these children have equal access to the facilities and activities available.

The special needs of children whatever their nature is treated with discretion, sensitivity and above all, confidentiality.

As staff who operate both provisions are school staff, children's needs, strengths and next steps are understood by all.

What is our policy on equal opportunities?

Children's attitudes to others are established during their formative years. At Lobley Hill Primary School we value the cultural diversity of our children, parents and students. The governing body and staff actively promote true equality of opportunity and anti-discriminatory practice for all children. Every one of us should feel respected and valued, and special care should be taken to make sure that the more vulnerable members of our school community have their needs addressed. Resources, activities and at ground level the language and behaviour of staff positively reflect racial, cultural, gender, socio-economic and religious diversity and disability. We provide toys, games, displays and activities to challenge stereotypical roles.