

Breakfast and After School Club Policy

Member(s) of staff responsible	Head Teacher/Head of ASC
Governor responsible	Chair of Business
Sub-Committee responsible	Business
Date agreed with staff	N/A
Date discussed with pupils	N/A
Date agreed at Sub-Committee	
Date approved at Governing Body	
Frequency of policy review	
Date next review due	

Document Version Control:

Issue Number	Issue Date	Summary of changes
1.1	July 2017	
1.2	May 2018	Change to payment of fees section – if school/ASC has to close due to circumstances out of our control e.g. weather



General Information

Warden Hill After School and Breakfast club provides before and after school activities for children aged 4 to 11 in a safe and happy environment supervised by professional, experienced staff.

The morning session starts at 8.00am; breakfast is provided if you wish your child/ren to have some. The children are then able to take part in free play activities or hall games before they are taken to school for 8.55am.

Infant children are taken to the hall just before whistle time and then shown to their classrooms.

Juniors are taken by club play assistants and are handed over to the teacher on duty on the junior playground.

The after school sessions start at 3.15pm (when school ends) and finishes at 6pm, during normal school days. A varied programme is offered including arts, sports and other recreational activities. There is a quiet area set aside where children can read or rest. A snack will be offered daily and drinks are available throughout the session.

After School Club has two clubs as of September 2014. Reception Y1, Y2 and Y3 will all be located in the clubroom in the infant department. Y4, Y5 and Y6 are located in the junior library.

Children attending After School Club are supervised by club staff at all times during these hours, until they are collected by their parent/guardian (or an authorised substitute).

Children eligible to join Warden Hill After School and Breakfast Club

Any child attending Warden Hill Primary school or any child of a member of staff at the school or the club is eligible.

Fees

Places can be booked for regular use on one or more days each week. In addition, subject to available places, one-off bookings may be made. One-off bookings cannot be made more than a couple of weeks in advance.

Charges are:

- £3.50 for Breakfast Club (£3 if you do both clubs)
- £4.25 for After school till 4pm (limited spaces)
- £7.50 for After school till 5pm
- £9.50 for After school till 6pm

Discounts

Sibling Discount

A discount of 10% will be given on the above fees for bookings for **second child only**.

Payment of fees

- Attendance fees are payable monthly in advance. If invoices are not paid by the date stated your child will lose their place at club and automatically go to the bottom of the waiting list.
- One-off attendance fees must be paid when collecting the child.
- For safeguarding and register purposes please contact us if your child is not attending club.
- If your child does not attend club for whatever reason the session must still be paid for e.g. illness
- If WHASC have to cancel the provision for circumstances out of our control the session must still be paid for e.g. snow days and the school is shut

If you want your child/ren to leave club

If you want to take your child/ren out of either club then we require one month's paid notice; this will be required in writing. If one month's paid notice is not received you will still receive your invoice for the month your child does not attend.