

Breakfast and After School Club (WHASC) Policy

Member(s) of staff responsible	Head Teacher / Head of WHASC
Date agreed	1 st October 2025
Frequency of policy review	Annual
Date next review due	Autumn term 2026

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/WHASC has to close due to circumstances out of our control e.g. weather
1.3	September 2023	New building arrangements, prices update
1.4	September 2025	Changes to discounts, Late fees
1.5	October 2025	Opening times amended
1.6	September 2026	Amendment of wording regarding payment of fees – closure due to circumstances out of our control, and one-off attendance fees. Addition to general information requesting child's snack to be provided by parent/carer.

General Information

Warden Hill Breakfast and After School 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 7.30am; breakfast is provided if you wish your child/ren to have some. The children are able to take part in free play activities or team games, before they are taken to their classrooms by a member of staff for the start of the school day.

The after school session starts at 3:15pm and finishes at 6:00pm. 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.

Afterschool club children are collected from their classrooms at the end of the school day by a member of staff and then all children meet in the practical room for registration. Infant Children then head into the studio for snack time and circle time and the junior children remain in the practical studio for their snack time.

After the children have had snack it is then a free play of activities across both rooms where children can mix together and play.

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).

Please ensure you are providing your child with a snack for after school club.

Children eligible to join WHASC

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:

Breakfast Club	£6.50
Afterschool Club – until 4pm	£7.00
Afterschool Club – until 5pm	£11.50
Afterschool Club – until 6pm	£13.50

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 the club and automatically go to the bottom of the waiting list.
- One-off attendance fees must be paid on or before the day of attendance.
- 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 is required to cancel a session due to circumstances beyond its control, the booked session will remain chargeable. This includes, but is not limited to, school closures resulting from adverse weather conditions (such as snow), or situations where the school is unable to operate due to a loss of essential services, including water or electricity.

Late Fees

Warden Hill After School Club Late collection fee - If your child is collected after their pick-up time, this will be classed as a late collection. The first time this happens you will receive a warning via email. The second time a £5.00 late charge will be applied to your next invoice. A third late collection will incur a charge of £10.00 and this will continue to be added for any further late collections.

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.