



# Breakfast and After-School Club Policy

**Date established by governing body:** Summer Term 2024

**Date for review:** Summer Term 2025

**Author:** Lisa Robson

**Headteacher:** Lisa Robson

**Chair of governors:** Kristian Marshall

**Date:** April 2024

## **Ringway Primary School Breakfast Club and After School Club Policy**

Below are Ringway Primary School's Breakfast Club and After School Club terms and conditions. These are subject to change and we reserve the right to amend these at any time. Please ensure you have read all of the points listed and you are aware that by making a booking you are bound by these conditions.

### **Opening Hours**

- Breakfast Club is open from 8am to 8.45am
- After School Club is open from:  
3.15pm to 5.30pm Monday to Thursday  
3.15pm to 4.30pm Friday

### **Codes of Practice.**

- If your child is ill, please call to notify us in advance where possible.
- Please ensure you collect your child/children by the end of the booked session, either 4.30pm or 5.30pm. Late collection after these times will incur an additional hour charge of £3.50. We understand there may be circumstances out of your control but please ensure you have contacted us and where possible, made alternative arrangements to avoid late collection.
- School must be informed of any person collecting your child/children differs from usual.
- For Nursery children a password must be held on file for each child which can be asked for from anyone collecting the children, but especially someone who either does not normally collect your child or is not known to the school.
- If you do not inform us of someone else collecting your child, you will be contacted before we allow your child to leave with this person.
- The person collecting children must be over the age of 16.
- In an emergency we need to contact you quickly. It is therefore vital that you update any change of contact details with us.

### **Fees**

- Breakfast Club - £3.00
- After School Club £3.50 per hour
- All fees are payable in advance (at least 48 hours before, except in urgent cases) via ParentPay. We cannot guarantee 'on the day bookings' due to staff ratios.
- Late collections from After School Club will incur an additional hour's charge.
- Your child must be signed out of After School Club every day and the time will be recorded.

### **Booking Numbers**

- We have capacity for 8 Nursery children and 20 children from Reception to Year 6.

