



# **Before & After-School Childcare Policy**

**Produced and adopted: September 2025/26**

**Due for review: 2028/29 (or earlier if necessary)**

# Trinity CE Primary School

## Before & After-School Childcare Policy

The information set out within this policy forms the agreement between parents and the school when parents use Childcare provision. This information is subject to change during the course of the school year to maintain the effective running of provision.

### **Club Prices**

**Breakfast Club** – cost per session: **£3.00** flat rate (7.50am – 8.35am).

**After-School Club** – cost per session: **£9.00** flat rate (3:15pm – 5.50pm).

### **Booking**

Parents/carers **MUST** pre-book childcare places using the online form (on our website home page and/or Week Ahead) every week to secure a place, and allocation of places will operate under a first-come/first-serve basis.

Depending on staffing, we may at times have to restrict numbers, and therefore we may be unable to accept late, ad-hoc bookings, or a place may only be available until a certain time e.g. 5pm.

### **Payment**

Parents/carers must pay via school money.

Parents/carers will receive notification of due payments via text/email.

A place may be withdrawn/refused if payment is not received, and a debt letter is issued (following our Charging and Remissions Policy).

### **Childcare vouchers**

Parents/carers can use Childcare Vouchers for both Breakfast Club and After-School Club.

Parents/carers can check if they qualify for one of the many schemes using the Government website: <https://www.gov.uk/help-with-childcare-costs/childcare-vouchers>

### **Snacks and Drinks**

Breakfast Club – Children are provided with a nutritious breakfast, and/or fruit, and drinks.

After-School Club – Children are provided with a snack, and/or fruit, and drinks.

### **Activities**

Children will be able to take part in a range of child-initiated and adult-led activities at both Breakfast Club and After-School Club.

### **Staffing**

Both Breakfast Club and After-School Club are run by our own qualified teaching assistants.

Our preferred (but not limited to) maximum ratio of staff to children is 1:15.

Members of staff will be fully trained in the following: Safeguarding, First Aid, Allergen Awareness and Food Hygiene.

### **Staff Shortages**

In the event of staff shortages, due to sickness, etc, and the school being unable to provide sufficient cover, the school may have to temporarily close the provision or shorten the time of

childcare for a session or period of sessions. The school would aim to provide as much notice as possible to parents/carers should this occur.

### **Cancelling Bookings**

If a reserved place is no longer required, it is imperative that parents/carers inform the school as early as possible via phone call to the school office.

### **Early Drop-offs**

The Breakfast Club operates from 7.50am to 8.35am. Pupils should only arrive from 7.50am and parents/carers have responsibility of their children to ensure they arrive safely into the school building, making the Breakfast Club leaders aware of their arrival.

### **Late Collections**

The After-School Club operates between the hours of 3:15pm – 5.50pm.

We recognise that, on rare occasions, under exceptional circumstances, parents/carers may experience an unforeseen difficulty in collecting their child before 5.50pm. In these circumstances, parents **MUST** always contact the school to inform them that this is case and, where possible, arrange an alternative adult to make the collection.

However, should children be collected after 6.00pm, this of course has implications for the staffing costs incurred by the school. As such, the school has the right to charge a parent/carer a 'late fee' payment, and/or withdraw the place/refuse future bookings.

### **Equal Opportunities**

We provide resources and material that reflect positively the wide range of cultural diversity of our local community. We will not accept any behaviour, language or imagery that could cause offence, irrespective of the person's gender, religion, culture, colour ability or age. Where children or their carers display behaviour likely to cause such offence, we reserve the right to refuse or withdraw their child's place immediately.

### **Loss of Place**

The following circumstances (but not limited to) may lead to a child's place being withdrawn or future bookings being refused:

- Where a child is particularly and constantly unhappy
- Where a child's behaviour is persistently unacceptable or involves a significant incident
- Late payment of fees (and debt letter issued)
- Late picking up of a child
- Bookings regularly not taken-up.

The school has the right to withdraw a place and/or refuse future bookings. The school will liaise with parents/carers on an individual basis should a place/booking be considered to be withdrawn/refused.

### **Other Policies**

As the Breakfast Club and After-School Club is run by the school, all staff, parents and children are bound by many of the policies already used by the school i.e. Child Protection, Health & Safety, etc.

Please see the school website for a copy of our policies.

### **Complaints Procedure**

In the first instance, please speak to the Club Leaders. If the matter cannot be satisfactorily resolved in this way, then parents should make an appointment to see the Headteacher.

If you are not satisfied with the outcome of any informal discussions with the school, then the school's formal complaints policy should be followed.