



Robert Bloomfield Academy

Breakfast & After School Club Policy

Current Version	September 2026
Minor changes made	
Significant changes made	
Ratified	
Validity	2 Years
Next Review	September 2028
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1. Rationale & Aims

- To provide a welcoming, safe and secure environment for students before the beginning of the school day and at the end of the day;
- To provide an affordable, self-sustaining, early drop off and after-school childcare facility for parents/carers during term time;
- To continue to build positive links/relationships with parents;
- To provide children with a nutritious breakfast at the start of the day in a pleasant and relaxed environment;
- To afford students a quiet place to read, play board games and complete homework after school

2. Policy & Procedures

Staffing

The sessions will be supervised by the Breakfast Club/After School Club Facilitator.

Parents should not drop off their children earlier than the start of breakfast club at **8am** as there will be no supervision of children arriving earlier.

Similarly, parents/carers should pick up their children from after school club, **no later than 16:30pm**.

Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, they must ring the School Business Manager who will arrange cover.

Booking Arrangements.

Places are Pre-booked and paid for through the MCAS App in advance. A place cannot be reserved unless full payment has been made with the booking.

Charges

The club must be sustainable. The cost per child will cover staff costs, administration and resources. The cost will be for each child and there will be no reduction for less than a whole session.

From September 2026: Per session of Breakfast or After School Club: **£3.50**

Employees within BEST Trust will not be charged for attendance but will need to pre-book via MCAS.

Students in receipt of Student Premium funding will not be charged but will need to pre-book via MCAS.

Payment/Non-payment.

Payment must be made in advance. A place cannot be reserved until a payment has been received. If a child attends that has not been booked and paid for, the parent or guardian will be contacted immediately to collect the child.

Cancellation of Breakfast or After School Club:

The only possible cause for cancellation would be school closure due to adverse weather conditions, a national or local lockdown or problems with the building, e.g. no heating or water supplies.

In the event of closure:

A member of school will either send a message via Email, or will endeavour to contact individuals by telephone before 7:45am for breakfast club or 14:00pm for after school club. During adverse weather conditions school closure will be reported on the school website and via email. An 'IOU' will be made in respect of any days cancelled by either club.

Refunds

Due to the need to pay and book places in advance so that levels of staffing can be organised, we will be unable to offer a refund if a child does not attend. If a child has a medical appointment, or is ill, an "IOU" will be issued for any sessions missed. "IOUs" will also be issued if the club has to close for any unforeseen circumstances (i.e. school closure).

Use of Registers

Children will be registered as they are admitted into the building via the main reception using our sign in system. The register will be kept in the school office outside of club hours.

Cooking and Serving Facilities:

Breakfast will be provided as part of the overall pre-paid cost for breakfast club. This will be available in the canteen.

Organisation

Breakfast Club will be open to students from Year 5 to Year 8 from 8am until 8.40am. Children will be admitted and registered on arrival. Breakfast will be available from 8.00am to 8.30am.

After School Club will be open to students from Year 5 to Year 8 from 15:30pm until 16:30pm.

Parents will be contacted if a student has signed up for a session but has not attended and there has been no communication from parents to notify of an absence. Students details are available on Bromcom including medical conditions, parent contact details, additional emergency contact details and allergies, and these will be available to staff during each session.

Behaviour

Because these clubs are run by the school, the existing school Behaviour Policy will be followed.

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of the clubs, will have current DBS clearance, and other required recruitment checks. Staff will follow existing school policies and procedures for child protection and the code of conduct.

Fire Procedure

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly via the closest exit. They will congregate in the designated area of the playground. The club register should be taken outside and all names checked. There will be a fire practice once per term.

Medication

Inhalers are kept in the medical office. If a child needs an inhaler, a member of staff will escort the child to the office and observe that the medication has been taken correctly. All other medication administered will follow the existing school policy. If in doubt as to the application of this policy, parents are encouraged to contact the school for clarification.

Risk Assessment

A separate risk assessment will be completed for both club sessions.

Complaints

All complaints notified in writing by a parent regarding the Breakfast club or After School club will be investigated in line with the school complaints policy.

3. Monitoring and Evaluation

As per RBA's policy, these clubs are reviewed bi-annually and are monitored and evaluated to ensure the volume of spaces adheres to the Health and Safety regulations.

4. Implementation and Review

This policy will be made known to all staff, governors and users of the facility. This policy will be reviewed bi-annually or as required.