



Breakfast Club & After School Club

Information Booklet & Terms and Conditions

Reviewed and updated September 2026

INFORMATION AND PRICING

STAFF

BREAKFAST CLUB

Mrs Croxford	-	Breakfast Club Manager
Mrs Loveless	-	Breakfast Club Assistant Manager
Mrs Cheeseman	-	Breakfast Club and Teaching Assistant
Mrs Ricks	-	Breakfast Club and Teaching Assistant

AFTER SCHOOL CLUB

Mrs Croxford	-	After School Club Manager
Mrs Loveless	-	After School Club Assistant Manager
Mrs Edwards	-	After School Club and Teaching Assistant
Mrs Cheeseman	-	After School Club and Teaching Assistant
Mrs Ricks	-	After School Club and Teaching Assistant

All staff are DBS checked and are First Aid Trained.

BREAKFAST CLUB AND AFTER SCHOOL CLUB CONTACT NUMBER: 01932 563035 (Option 6)

This number is only available from 7.35-8.30am and 3.30-6.00pm. For enquiries between 8.30am and 3.30pm please contact the school office (Option 2).

OPENING HOURS

The Breakfast Club is open from 7.35am → school start. The After School Club is open from school finish → 6pm. There are exceptional days throughout the year when the After School Club is not open. These are the last day of each term, when school finishes early and on our firework event evening. Parents will be notified of any other exceptional days via the school newsletter.

CLUB CHARGES

BREAKFAST CLUB

The current fees are:

- £5.75 per session with breakfast which includes a selection of cereal and toast. Children requiring breakfast should arrive before 8.15am.

AFTER SCHOOL CLUB

The current fees are:

- Attendance from school finish - 4.30pm costs £7.25 for a short session. This session includes fruit and drink.
- Attendance from school finish – 6pm costs £13.50 for a long session. This session includes activities, fruit, drink, and a snack tea.

LATE COLLECTION CHARGES

Late pick up will be charged at **£10 for the first 15 minutes then £10 for every 5 minutes** after that.

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SAXON PRIMARY SCHOOL BREAKFAST AND AFTER SCHOOL CLUB DECLARATION	

Our Vision

Saxon Primary School puts the children's needs at the heart of its provision. Our whole school community is committed to enabling the children to become successful lifelong learners and happy, fulfilled adults who can make positive choices about their future.

BREAKFAST CLUB AND AFTER SCHOOL CLUB

Our Breakfast and After School Clubs are run by Saxon staff who also have roles in school during the day. In this way we are able to offer a consistency and continuity of provision as the staff and children know each other well and share the same expectations as are enjoyed during the school day.

Children can join in on a variety of exciting activities or take time to do their home learning. Many children enjoy playing in the playground outside of the club's room as well as having some quiet time watching TV or playing with the range of games and toys.

Saxon's before and after school care is very flexible and reasonably priced. Children have a choice of breakfasts, snacks and tea and pick up times can vary depending on parent's schedules.

Our Before and After School Clubs are a popular facility, therefore places must be booked in advance to ensure we have the correct staffing levels to enable us to fulfil our safeguarding expectations.

Parents wishing to use the Before and After School Clubs are asked to carefully read the information and Terms and Conditions in this booklet. The Declaration (which can be found on the school website) must then be signed and submitted to school prior to a booking being made. Terms and Conditions are reviewed annually. There may be occasions when changes to terms and conditions occur prior to the annual review, parents will be notified of any material changes in writing and may be asked to sign and return an acknowledgement.

Saxon Primary School is committed to Safeguarding and promoting the welfare of children. To achieve our commitment, we will ensure continuous improvement and development of robust Safeguarding processes and procedures that promote a culture of Safeguarding amongst our staff and volunteers.

ARRIVAL FOR BREAKFAST CLUB

For parents using the Breakfast Club, we ask that you do not drive into the school but park outside on the residential road, walk your child to the club and they will be signed in. Please do not drop your child off in Briar Road and ask them to come in on their own. If parents of pupils in Year 6 decide not to walk their child to the club, the school will not be responsible or liable for the health, safety and well-being of a child until they reach the Breakfast Club room.

ARRIVAL OF CHILDREN AT THE AFTER SCHOOL CLUB

Each day Teachers are all given a list of children who are attending After School Club that day.

Teachers will deliver children to the hall and a club leader will escort them to the After School club.

The register is carried out in the hall on collection and again once all children arrive in the club.

If children are attending an activity club within the school and they are also on the After School Club register for that day, the club leader will escort them to the After School Club.

If a child goes from any school activity club to the After School Club the full amount for a short or a long stay must be paid (see payment section for further information).

If parents have booked their child into the After School Club but decide, on the day, to collect their child at 3.15pm instead, the child should still go to the ASC to be registered and the parent should then collect from the ASC and they will be signed out.

PARENTAL/ CARER INVOLVEMENT

The Breakfast and After School Club's aim is to provide a safe, stimulating and caring environment where children and parents are welcome and valued. We believe that it is important to work together with parents to ensure their children's best interests are met. The After School Club staff are always happy to discuss any parental concerns at the end of their child's session.

EARLY YEARS FOUNDATION STAGE CHILDREN

The After School Club is committed to delivering the EYFS as set out in the Statutory Framework for the Early Years Foundation Stage 2014. The EYFS applies to all children from birth through to the end of Reception year.

For those Reception children who attend our club the After School Club staff are responsible for:

- Identifying those EYFS children when they are new to the club.
- Support to the children with all EYFS areas of learning and development.
- Offering a mix of adult-led and child-initiated play activities which are appropriate to the child's development.

CONTACT DETAILS

Breakfast and After School Club staff have access to parent's/carer's contact details in the School Office. It is important to keep the school office up to date with your current contact details.



THE ONLINE BOOKING PROCESS

Bookings for both the Breakfast Club and After School Club can be made using our online booking system Scopay. If you have not already done so you will need to create an online account for your child using an access letter with a unique pupil code. This letter is sent home when your child starts at Saxon, or can be requested from the school office. Once your account is registered you will be able to make debit/credit card payments directly to your Breakfast and After school club account. Payments show immediately once you have made your payment you will be able to make bookings using a very simple calendar method as follows:

- **Breakfast Club – 2 days in advance**
- **Afterschool Club – 7 days in advance**

This allows us time to ensure we have the correct staff to pupil ratio for safeguarding purposes.

An online booking instruction guide is available on the school website called **“How to book online for Breakfast & After School Club Guide”**.

Please note you can also book online using Childcare Voucher or Tax Free Childcare payments and you will need to speak to the school office to set up the facility. Please be aware that if the Childcare Vouchers do not arrive in time then your booking may be cancelled for non-payment.

Cancellations or amendments for Breakfast Club must be made online at least 2 days in advance of the booking.

Cancellations or amendments for Afterschool Club must be made online at least 7 days in advance of the booking.

Please note there is a limit on the number of places in both clubs which are allocated on a first come first served basis. Children of staff are however processed as priority. Bookings can be made up to 90 days in advance as long as there is sufficient payment to cover all bookings.

Please check your booking online afterwards to make sure it has been accepted through the system. We cannot accept responsibility for any mistakes being made and you could risk not having a space for your child.

CANCELLATIONS & AMENDMENTS FOR BOOKINGS

All cancellations & amendments must be made online at least 2 days in advance of the breakfast club booking and at least 7 days in advance for the afterschool club booking. Any cancellations or amendments less than 7 days will still be charged with the exception of sickness (see over).

SECURITY

For security and safeguarding purposes if any person other than a parent is collecting a child the parent must notify the school office beforehand between the times of 8.45am and 2.30pm. After 3.30pm parents can also ring directly through to the After School Club mobile number. We will not allow any child to depart from the club unless we have a form of identification or a password has been agreed with a member of staff.

Adults collecting any child/children must present themselves to a member of staff who will then sign your child out and the time of departure.

SICKNESS

If your child is unwell and does not attend school, or has been ill through the school day and they cannot attend the booked After School Club please send a request to the office in order to credit the session on to your child's account within 7 days of the absence. The office will not automatically know to do this unless a request is received from the parent. It is not possible to provide any refunds.



If a child is showing signs of being unwell whilst they are in the Breakfast Club or After School Club, staff will notify the parent/carer and ask them to collect their child.

Staff at the club cannot administer any form of medication unless the parent/carer has filled in an online medication consent form available on the school website.

ACCIDENTS AND FIRST AID

Every precaution is taken to ensure the safety of the children. If your child has a minor injury whilst in our care first aid will be carried out within the club. An injury form will be filled in by the adult who dealt with the incident and you will be informed when you collect your child. Our staff are all trained in First Aid and a First Aid kit is kept on the premises.



ABSENCES

If your child is absent from school due to sickness and has been booked into the After School Club please could you make the office aware that your child will not be attending the club. If you do this, the charge will be removed and your child will have a credit for future use in the club.

VALUABLES

We ask that children keep special items of interest to them i.e. toys and books in their school bags when they are attending the club. Inside the After School Club room we have a large range of toys and books and sometimes personal items can get lost within these.

MONEY

During the school year there may be events where children are able to purchase items ie. cakes etc. If your child is attending the After School Club on one of these events, please can their money be placed in a sealed envelope with their name on. This will enable the club staff to know exactly who has their own money.



BEHAVIOUR

The Breakfast Club and After School Club staff encourage the children to respect themselves and others in a relaxed friendly environment with clear expectations and boundaries. We use the Stay On Green approach for behaviour that is used throughout the school.

STAY ON GREEN

- All the children have the opportunity to make positive choices about their behaviour and influence outcomes within the Breakfast and After School Club.
- The children who regularly follow the rules of the Breakfast and After School Club are noticed and rewarded.
- The Breakfast and After School Club follow a consistent system which is used through the children's school day.
- The system promotes a less intrusive approach to the management of behaviour and the children are able to achieve rewards which will go towards their whole class reward system.

- The Breakfast and After School Club will implement the same consequences that are used within the main school.

Further information can be found on our school website.

FOOD AND REFRESHMENTS

The Breakfast Club menu

- A selection of healthy cereals which include Cheerios, Weetabix, Shreddies and Rice Krispies
- Toast with a variety of toppings which include jam, honey or marmite



The After School Club menu

All the children are offered fruit and drinks throughout their session.

- A selection of fruit
- Other healthy snacks



The children who stay until 6.00 pm are offered a range of snacks for tea. This is served at 4.30pm.

We use fresh ingredients and follow the statutory guidelines. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children and for it to be delivered in a calm and friendly environment. Should your child's needs change once enrolled, please contact our school office who will be able to update our records accordingly.

PARENTAL CONDUCT

The Home School Agreement also covers the provision in the Breakfast and After School Club.

For our Home School Agreement to work and help to ensure the best outcomes for our children, everybody needs to respect the professional relationships required in schools.

Our staff work to the highest expectations of professional conduct and are held to account should their behaviour fall short of our expectations.

We therefore ask that all parents frame questions and concerns in a calm and respectful manner to prevent parental behaviour becoming an issue in itself.

SCHOOL AGREEMENT

We agree to:

- Provide a safe, stimulating and caring environment where children and parents are valued
- Ensure that all children are safely escorted over to the After School Club by a member of staff at 3.15pm (or later if they are joining the After School Club after another activity within the school)
- Not allow any child to leave the After School Club with anyone other than the parent/carer unless a form of identification or a password has been agreed between the staff and the parent/carer
- Notify parent/carer if your child is showing signs of being unwell making every attempt to contact one of the people listed on the Registration sheet to arrange collection of your child
- Credit an account if a child is absent due to being unwell or is sent home before 3.15pm only when informed by a parent/carer
- Use the stay on green approach for behaviour
- Deliver the E.Y.F.S to Reception children so that all areas of development are supported
- Ensure that all children are supervised at all times during club opening hours and their full duration of their stay

PUPIL AGREEMENT

Pupil's attending the clubs must agree to:

- Be kind to others and share the toys and games
- Always treat the toys and equipment with respect
- Tell an adult if I have a problem
- Try to keep the promises we make in the school code of behaviour
- Respect myself, all staff and other children and behave sensibly at all times

SUMMARY OF BREAKFAST CLUB AND AFTER SCHOOL CLUB TERMS AND CONDITIONS

Booking

- Bookings should be made online 2 days in advance for Breakfast Club and 7 days in advance for After School Club. No further bookings can be accepted after this time.
- There are limited spaces available which are allocated on a first come first served basis, priority is given to staff members.
- Bookings can be made up to 90 days in advance providing there is sufficient money to cover the bookings.

Payment

Payments made online are available immediately. Payment will need to be made on the system before making a booking.

If a child goes from any school activity club to the After School Club (from 4.15pm for Reception & KS1 or 4:20pm for KS2), the full amount for a short or a long stay must still be paid

If using the Child Care Voucher or Tax Free Childcare methods of payment, please ensure there is enough credit in the account to cover the bookings.

In accordance with HMRC regulations, any payments made to us using Tax-Free Childcare or Childcare vouchers can only be refunded back to the original childcare account, we cannot issue refunds directly to parents.

Tax Free Childcare refunds

To process refunds to your Tax-Free Childcare account we will need your payment reference number which begins with 11. This can be found in the following way:

- *Sign into your account through the Tax-Free Childcare website*
- *Select "your Tax-Free Childcare Account"*
- *Select "Manage Account"*
- *Select "Pay money in"*
- *Your payment reference will appear on this pay under "payment reference"*

Childcare Voucher refunds

Where the provider accepts refunds, these can be made directly back to your childcare voucher account. Please contact your provider to request the reference number required for the payment.

Note that Edenred does not accept refunds and the only option in this instance is for a credit to be applied to your child's account for use on other applicable expenditures in school, or it can be transferred to another registered childcare provider.

Changes to the booking

- Changes and cancellations to bookings can be made at least 2 days in advance for breakfast club and at least 7 days in advance for the afterschool club of the booked session including extensions to existing bookings.
- Cancellations of the club due to a child's illness will not be charged if the office are informed by the parent when reporting the absence.

Use of the Clubs

- Children cannot arrive at the Breakfast Club any earlier than 7.35am. Staff may be present but this is to allow adequate time for setting up prior to the club opening at 7.35am
- Children must not turn up to the Breakfast Club without a booking
- On collection from the After School Club staff need to accurately record the time of departure
- Children must be collected at the end of the session paid for and if this is more than five minutes late a charge for the next session will be applied. Please see late charges section.
- The After School Club must be notified if a parent is unable to pick their child up on time or if another person will be collecting their child
- Parents are asked to respect and trust the decisions made by staff and behave in an appropriate manner to all staff

The Breakfast Club and After School Club are part of Saxon Primary School governed by the school's local governing body.

Please be aware that we reserve the right to refuse access to this facility for any parent who refuses to abide by the procedures and protocols in place to ensure the safety and welfare of our children.