



Lubbins Park
Primary Academy

BREAKFAST AND AFTER SCHOOL CLUB POLICY

Approved by: Finance, Audit & Risk Committee

Date Approved: 15th March

Next review due: March 2026

1. INTRODUCTION

It is important to Lubbins Park Primary Academy & Nursery that we are able to offer an extended school provision in the form of breakfast and after school clubs. These are available to all children who attend the school.

2. AIM

The school's aim is to provide a high-quality wrap-around childcare service to enable parents to work or train and for all children to engage in stimulating activities as well as being able to access healthy food.

3. CAPACITY

	BREAKFAST CLUB (places per session)	AFTER SCHOOL CLUB (places per session)	MANAGED BY
Lubbins Park Primary Academy and Nursery	10	10	1-2 members of staff (depending on numbers)

4. ENROLMENT

In order to enrol your child(ren) in the breakfast club and/or after school club, you must complete a booking form and a data collection form, both of which can be collected from the main school office.

The registration forms must be completed before the child's commencement at the club. All parents/carers will receive a paper copy of this policy and be able to view it on the website.

5. SESSIONS

Breakfast Club and After School Club is in operation Monday - Friday, *term time only*. Session times are as follows:

	BREAKFAST CLUB	AFTER SCHOOL CLUB
Lubbins Park Primary Academy and Nursery	07:45am – 08:40am* (school day commences)	3:15pm – 5:30pm**

**At 08:40 children will be taken to their classes*

*** Children must be collected promptly and no later than the session close time of 5:30pm, otherwise a late collection penalty fee may be charged.*

Collection Arrangements are as follows: -

Please enter via the pedestrian entrance at the front of the school and head to Reception. When you arrive, please press the doorbell in reception for collection and provide your child's name and collection password.

6. CHARGES

Sessions will be chargeable as follows:

Breakfast Club	£3.50* per session
After School Club	£6.00* per session

**Staff employed by The Epsilon Star Trust who have a child/Children who attend Kents Hill Junior School are entitled to a 25% discount on chargeable fees.*

6.1 LATE COLLECTION CHARGES

In the event that your child/children are collected late from Afterschool Club, the school reserves the right to add a 'late collection penalty charge' to your account.

The late collection penalty will be calculated per 15 minutes of late collection and based on the salary costs of all members of staff who have had to stay beyond the school closure time up to the time the child/children are collected.

7. PAYMENT

Club fees should be payable at least one week in advance of regular bookings. One-off bookings or those made on the day should be paid for at the time of booking, prior to the session start time.

Payment is to be made online via Parent Pay, childcare vouchers, cash or cheque. Account arrears will not be allowed to exceed attended sessions. If payment is not received promptly as outlined in this policy, or your account remain in persistent arrears, your child's place will be cancelled, and further attendance will be refused until the outstanding balance has been settled.

Refunds will not be made for any missed bookings unless prior agreement has been made with the school Office Manager and authorised by the Trust Finance Team.

If you have any queries regarding fees or bookings, please email admin@lubbinspark.essex.sch.uk

8. NOTICE OF ANY INCREASE IN CHARGE

We will give one months' notice, in writing to parents/carers, of any intention to increase fees for either club.

9. CANCELLATIONS AND ILLNESS

When a child is reported absent in the morning or is sent home sick during the day of a booking, their club place will be automatically cancelled, and fees refunded. No other cancellations will be accepted on the day unless there are exceptional circumstances.

10. FIRST AID

All staff involved in clubs are first aid trained.

11. CHILD ILLNESS OR ACCIDENT

If a child is sick whilst at the club, details will be recorded, and parents/carers will be contacted. If parents/carers are not available, then the next person named as a contact on the pupil record will be asked to collect the child.

In the event of no contact being available, then the child will be supervised until either the parents/carers or other contacts can be reached, and the child can be collected.

In the event of a serious illness, which the staff on site are unable to deal with, an ambulance will be called, and the child will be accompanied to hospital, if required. A data collection form must be completed to confirm contact details and specific instructions in relation to known medical conditions for every child attending either club session.

All accidents will be recorded in the accident book and reported to the parents/carers on collection.

12. MISSING OR UNCOLLECTED CHILDREN

In the event that a child goes missing, the following procedure will be undertaken:

- Senior staff including the DSL (Designated safeguarding lead) will be informed.
- Club supervisors will search the club and building, and an outside search will be conducted by other staff. If the child remains missing, emergency services and parents/carers will be contacted.

13. FOOD AND DRINK

Breakfast Club (food choices)	A choice of cereals Toast (various toppings) Milk Water/juice
After School Club (food choices)	Rolls/sandwiches bagels crumpets yoghurt sausages cold meats cheese sweetcorn fruit jellies Fruit juices/water/squash

14. BEHAVIOUR

The school's Behaviour Policy will be followed to ensure consistency for the children at the club. We expect good behaviour and respect for others. The clubs reserve the right to withdraw the service if a child's behaviour is unacceptable. The clubs have a 3-strike rule in place. If a child receives three strikes over a term, the child will be withdrawn from the club. The period of withdrawal will be at the discretion of the Head of Academy but is typically for the remainder of the term.

15. SAFEGUARDING

The Breakfast and Afterschool club will follow the school's Child Protection Policy in respect of ensuring safeguarding of all children attending the clubs. A copy of this policy can be found on the school website via this link [Policies | Lubbins Park Primary Academy](#)

16. COMPLAINTS

All complaints will follow the Trust's Complaints Procedure, which can be found on the Trust website; [Policies | The Epsilon Star Trust](#)

17. CONFIDENTIALITY

All information provided will be treated as confidential. Further information about GDPR, including how personal information is stored, can be found on the Trust website; [GDPR | The Epsilon Star Trust](#)

18. Other Policies

The Breakfast Club and After School Club will follow all other Trust Policies where applicable.