ST. ALBAN'S
CATHOLIC PRIMARY SCHOOL
LEAD THE WAY

St Alban's Breakfast & After School Club Guidance

Policy Agreed	July 2026
Next Review	July 2027

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1. Introduction

We aim to:

- Provide a safe, nurturing and welcoming environment, where children feel valued, happy and secure, in a familiar setting with adults they know and trust.
- Provide a variety of experiences and play opportunities, inside and outdoors, which enhance children's learning, social and emotional development and wellbeing.
- Provide a high quality, assured service for parents and carers and foster positive relationships with families.
- Develop children's self-esteem through positive attitudes to one another.
- Encourage independence, social engagement and appropriate patterns of behaviour.
- Offer a child-centered environment in which the individual child can be supported and encouraged appropriately for their needs.
- Promote equal opportunities for all regardless of race, gender, age, ability, religion or social status.
- Ensure our staff feel valued and continue to be informed of current thinking, safeguarding, legislation and appropriate policies.

2. Contact Information

Breakfast & Afterschool Club
St Alban's Catholic Primary School
East Molesey
Surrey
KT8 2PG
Tel: 020 8979 5893
Email: admin@stalbans.surrey.sch.uk

3. Admissions

- The Breakfast & After School club is open to applications for all St Alban's pupils.
- In-line with our Equality Policy, no child will be refused a place on the grounds of gender, religion, language, sexual orientation, culture or disability.
- A waiting list system operates when the demand exceeds capacity; parents will be contacted as and when a place becomes available.
- Different days have different waiting lists. These may be of different lengths based upon demand.
- EYFS children starting at the school will be given priority for September places where there is availability.

- Once a place in the club has been confirmed, the sessions allocated will be secured until the place is cancelled by the parent/carer.
- The school reserves the right to take individual circumstances into account and use discretion to allocate places on the basis of need.

4. Sessions & Charges

Charges are based on each session

- Breakfast Club = £7.00 (Fee includes Breakfast)
- After School Club = £15.50 (Fee includes a healthy snack and a drink)

A £6.50 discount will be applied for those children booked in both clubs all week.

Fees will be reviewed annually by the school's Senior Leadership Team and Governors.

5. Sharing Information

- All important and relevant information in relation to a child is shared with the BASC team. This includes medical need, allergies, primary contact information and any established passwords to safeguard collection of pupils.
- Our BASC team also have access to all relevant information via Arbor.
- A child's information is confidential and shared only with the necessary staff members.
- It is the parent's responsibility to inform staff of any dietary requirements or known allergies. Parents are required to update any changes to the school.

6. Bookings

- Regular bookings can be requested for any number/combination of days, as required.
- Once a place in the club has been confirmed, a registration form must be completed and sent electronically to admin@stalbans.surrey.sch.uk
- Once a registration form has been returned and a child has been allocated a regular space, access to the booking option will be given on Scopay and parents will be able to make bookings and pay online.
- Payment can be made via Scopay and childcare vouchers can be accepted for schemes for which the school is registered.
- The sessions allocated will be secured until the place is cancelled by the parent/carer.
- If a parent/carer wishes to change sessions from the original allocation, they will need to reapply for the new sessions. This is not restricted to academic years.

7. Cancellation/Amendments

- Parents must give notice of 5 working days (term time only) for cancellations.
- We understand plans change at short notice and try to be as accommodating as possible. Therefore, if a cancellation is due to medical or school related reasons, credit will be given. We will also rearrange/ carry-overbookings-where possible.
- Unused club bookings cannot be exchanged for other days.
- If the school has arranged a school trip, the fees for the club will be cancelled but we request that you inform the school office via email (admin@stalbans.surrey.sch.uk) that the child will not require BASC on this date.
- Failure to inform the school that your child will not be present for a booked session will result in full fee being charged.

8. Outstanding Payments Procedures

- Any outstanding fees should be paid, via SCOPay, within 7 days. If there is no payment received, a member of our Admin team will contact the parents/guardians directly to enquire about the payment.
- If immediate payment is not possible, a structured re-payment will be agreed between the School Office Manager (Mrs. M. Mullins) and the parents/guardians.
- The school reserves the right to withhold further BASC care for pupils where there is non–payment of fees. If this is the case, parents will receive a written warning from a member of the school's senior leadership team.

9. Late Collection

- If a parent or carer is late collecting their child a penalty of £5 per 5 minutes will apply. The time the parent/carer collects the child will be noted on the register. This charge will be added immediately to your club account to be settled via SCOPay.
- If a parent/carer fails to pay penalty charges or contact the club to come to an agreement about when they will pay, the school reserves the right to refuse a place at the club.
- Parents/carers who are persistently late will meet with the Senior Leadership Team to discuss and try to resolve any issues. If the issues cannot be resolved the school reserves the right to refuse a place at the club.

10. After 6pm Procedure and Charges

If a child is not collected by 6pm the following process will be followed:

- Parent/Carer call to establish a reason for non–collection
- If contacts are unreachable after 10-minutes, the BASC supervisors will inform a member of the Safeguarding Team
- After 1 hour of non-contact/collection a call will be made to *Surrey (C-SPA) Safeguarding Hub* 01483 517898

11. Staffing

- All staff employed by the Xavier Catholic Education Trust are subject to a DBS check and are suitably qualified.
- All staff have up to date Fire Safety training, safeguarding training, Food Hygiene training and Health and Safety training.
- A BASC Leader (First Aid trained) is present for every session.
- We have an open-door policy to assist with any parental queries or concerns.
- All sessions are staffed in-line with guidance relating to pupil numbers and the age of the children in BASC.
- Additional staff will be deployed when the numbers are high to maintain the standard of safety.

12. Breakfast Club

- Drop off is at the Breakfast club door (the rear of the school hall) from 7:35am onwards.
- Toast and cereal are provided for eating. Water is provided for drinking.
- Children are registered on entry by the assigned member of staff.
- At 8:20am, pupils will make their way to a designated area with wraparound staff to hear a story before the start of their school day at 8.35am. Reception & KS1 will hear one story and KS2 will hear a different story.
- Afterwards, at 8:30am Reception, Year 1 and Year 2 children are escorted to their class with one adult responsible for a year group. There are less families on site at this time and it allows the staff member and children to be in class on time and prepare for school opening from 8:35am.

13. After School Club

Registration takes place in the school hall after dismissal from the class teacher. Reception, Year 1 and Year 2 are escorted over to the school hall at the end of the school day, by a member of staff who exchanges any important information.

A light snack is offered at the following times for phases:

- 3:30pm: Reception
- 3.45pm: Y1&2
- 4pm: Y3-6
- 4.15pm: Pupils who have attended other clubs and again at 4:30pm for children who have been at clubs and/or are staying for the longer session.

Collection is from the door at the rear of the school hall. Children are signed out when leaving, noting the time of collection and person who collected.

14. Indoor Play

- We have a room dedicated to Early Years.
- Wraparound Care are very fortunate to have access to large indoor spaces including use of the hall, studio and BASC room.
- Activities are child-led with a wide choice of games, toys and crafts available. We also encourage our KS2 children to complete their homework, with support from adults-if needed.

15. Outdoor Play

The children are encouraged to make use of the extensive outdoor area, weather permitting, and providing they are wearing appropriate clothing.

16. Behaviour

The school has high-expectations of behaviour and conduct. These stem from the school's Behaviour Policy, which is followed for all children attending Wraparound Care.
Staff implement a consistent approach and reward exemplary behaviour through issuing 'House Points'.
If a child's behaviour is a cause for concern or if they seem to be displaying behaviour out of character, they may be spoken to by a member of staff and their parents/guardians informed.

Where a child's behaviour in after-school club poses a significant risk to themselves or others, the school will review the suitability of their place and consider appropriate next steps.

17. Toileting and Intimate Care

BASC implements the school's Intimate Care and Toilet Procedures Policy.
The staff will adhere to any toileting plans in place for pupils. In accordance with our Code of Conduct for staff and other adults, staff and other adults in this school are expected to:

- adhere to the school's intimate care procedures

- make other staff aware of the task being undertaken
- always explain to the pupil what is happening before a care procedure begins
- consult with colleagues where any variation from the agreed procedure/healthcare plan is necessary
- record the justification for any variations to the agreed procedure/healthcare plan and share this information with the pupil and their parent
- avoid any visually intrusive behaviour
- always consider the supervision needs of the pupils and only remain in the room where their needs require this.

Children are supervised and supported (if needed); we encourage independence.

18. Complaints

St Alban's BASC adheres to the same principles and procedures as outlined in the school's Complaints Policy. This can be viewed via our website or by requesting a paper copy from the school office.

19. Evacuation/ Emergency Procedures

- The school undertakes half-termly emergency evacuation procedures for children attending BASC provision.
- These drills alternate between breakfast and after school club. The designated fire assembly point is on the school field.
- The Wraparound Care Leaders **(Mrs M Abbott, Miss. K Cribbin & Mrs A. Bartholomew)** are fully trained Fire Wardens.

20. Accident/Injury

- All Wraparound Care staff follow the school procedures in regards to reporting and recording injuries and/or accidents.
- If a child has an accident during their session, a member of staff will inform the parent/ carer on collection.
- If first aid is given, the accident will be logged on the accident portal and emailed directly to parents.
- Parents/ guardians will be contacted immediately in the event of a child sustaining a more serious injury or if the child becomes ill during the session.

21. Drop-off/ Collection

- All areas of the school and its surrounding grounds are no smoking areas-this includes vaping.
- No dogs are allowed on the school grounds-with the exception of guide dogs. Gates and doors are kept closed.
- There is always a member of staff assigned to the door/gate to aid the drop-off and collection of pupils.
- Unless permission has been sought by a senior member of staff, parents/ carers are not permitted to enter the building or the outdoor space where the children are playing.

22. Lost Property

Mirroring school guidance, all clothing and personal items should be clearly labelled. BASC is not responsible for loss or damage to personal belongings.

23. Medication

- Medication will be passed on to admin with the appropriate completed documentation and is administered in-line with the school's policy.
- Individual children's medication, such as an inhaler or epi-pen is clearly named and stored in the First Aid cupboard.

24. SEND

- Staff are aware of children with EHCP's and consult advice from Mrs. A. Mettrick (SENDCo) as necessary.

25. Safeguarding

- At St Alban's Catholic Primary School, the safeguarding of our children is the highest priority. In BASC, this is no exception.
- All staff are given annual safeguarding training and follow the school's safeguarding & child protection policy.
- Mrs. L. Atkinson (Designated Safeguarding Lead-DSL) works closely with the team and carries-out regular monitoring of the procedures and activity in place.

- A member of the DSL team is always contactable by BASC staff in the event of further support being required.
- All staff in BASC regularly renew their training in-line with the recommended guidance as directed by the Xavier Catholic Education Trust (XCET).
- Staff use a walkie-talkie system as a means of communication and have direct phone lines should they require further assistance.
- When outdoors, children play in a safe space surrounded by a perimeter fence and locked gates which are operated by adults.
- Adults have designated places to stand to allow them to have full visibility of the pupils.
- Within the school hall & BASC room itself, safeguarding posters, leaflets and associated literature are displayed as a reference point for adults and pupils.
- There is a culture of safeguarding at St Albans and it is seen as everyone's responsibility; this ethos and commitment is shared by our team, who facilitate our BASC provision.