



Built on botheredness . . .

the **enquire**
learning trust

Breakfast and After School Club Policy





Rationale

The safety of pupils is our priority whilst they are in our care. Enfield Academy of New Waltham is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We aim to promote equality of opportunity and a positive attitude to all pupils and staff. Enfield Academy provides before and after school activities to cater for children who need wrap-around care. Our staff provide a range of indoor and outdoor activities when the weather and time of year allows.

Aims

The Breakfast and After School Club provides quality wrap-around care for pupils at Enfield Academy.

It aims to:

- Support working parents by providing before and after school childcare from 7.45am until 8.45 am and from 3.15 pm until 6pm
- Provide planned play activities
- Offer the children breakfast each morning and a light snack at the end of the school day in a safe and friendly environment.

Breakfast Club

At Enfield we offer 2 breakfast club provisions: Wren Class for children aged 2-5 and 'The Nest' for children in Year 1-6. Children should enter Breakfast Club through the main reception. Children attending Breakfast Club will be offered a variety of breakfast options and given the choice of physical, constructive and mark making activities within a free flow environment. After Breakfast Club, children are escorted by a member of staff to their classrooms ready to begin their school day.

After School Club

At Enfield we offer 2 after school club provisions: The After School club for children aged 2-5 is located in Wren Class and the After School Club for children in Year 1-6 is in the 'The Nest'.

All children are brought to After School Club by a member of staff. If your child attends an extra-curricular club after school, a member of staff will collect your child from the club when it finishes. Children have a range of activities, suitably adapted to different ages, available to them which are planned on a weekly basis. The children have access to the outdoor area, weather permitting. We ask, if possible, to send your children with appropriate clothing. Children will be offered a light snack and a drink after school, which is free flow throughout the session.

Collection from Wren Class: ages 2-5

Parents can gain access via the gate off Priors Green Car Park and there is a buzzer to press outside Wren Class.

Collection from The Nest: Year 1-6

Collection is from the Hall door at the rear of the staff car park.

Please note: after 4.30pm, Wren Class and the Nest combine together in the hall. Collection will be from the Hall door at the rear of the staff car park.

Opening Times

Monday – Friday. The clubs run every day the school is open to children.

Breakfast Club is available from 7.45 am until 8.45 am.

The After School club is available from 3.15 until 6 pm.

Charges

Breakfast Club:	£5.25 per session
After School Club:	3.15-4.15pm £5
	3.15-5.15pm £8
	3.15-6pm £9

Wrap Around Care is run by qualified Enfield Staff.

Bookings

Children aged from Nursery up until Year 6 are welcome to attend Breakfast Club and After School club. Due to a limited amount of spaces, and to ensure our staffing ratios are correct, in our After School Club we ask that **children are booked via MCaS at least 72 hours in advance**, to ensure that your child has a place. We understand, on occasion, this may not be possible so we can take bookings, via the school office, after this time, if space allows, with prior payment on MCaS.

Communication

We endeavour to ensure a two-way regular flow of communication between parents/carers, the teaching staff and the Breakfast and After School Club. If you should need to contact a member of staff at Wraparound care after the school office closes at 3.45pm please send an email to wraparound@enfieldacademy.co.uk and someone will contact you as soon as possible.

Cancellation

We ask that if your child/children are not attending, the school is informed as soon as possible. Full refunds will be given if cancellations are made, via MCaS at least 72 hours prior to the session taking place. Or via the school office, for Breakfast Club, the day before by 4 pm or for After School Club on the day before 9.30 am. Cancellations after these times will be charged at the full rate.

Un-booked sessions

We cannot accept any children who are not booked on in advance (72 hours notice) due to staffing ratios.

Behaviour

The Breakfast Club and After School Club expect the same high standard of behaviour as we do during the school day. **We reserve the right to refuse a child who fails to meet these standards. If the behaviour of a child is unacceptable for the safe and efficient running of the club, parents will be informed, and their place may be revoked.**

Safeguarding and Health and Safety

The Breakfast and After School Club follow the policies and procedures of Enfield Academy. Staff are DBS checked and possess first aid qualifications.

Accidents and Emergencies

All accidents that happen during Breakfast Club or After School Club are recorded in the accident book. There is a first aid kit available in Wren Classroom and the wraparound room. If children have any medical conditions, staff are aware of the medication needed and where it is stored. Any accidents and emergencies will be notified to the parent/carer as soon as possible.

Medication

The Breakfast Club and After School Club follow the school's policy on administering medication.

Equal Opportunities

We adhere to the school's Equal Opportunities Policy, we provide a welcoming and caring environment that respects, promotes and reflects cultural and social diversity.

Complaints

All complaints should follow the school's complaint policy.

Review and Monitoring

Policy reviewed February 2026

Policy to be reviewed: February 2027.