

# Hallam Primary School



# Breakfast and After School Club Policy

Date:	July 2025
Reviewed by:	Jenna Ramsden
Policy to be reviewed by:	July 2026

## Aims

- To provide an affordable wrap around childcare facility for parents.
- To provide a safe, welcoming and secure environment for children.
- To provide a healthy, nutritious breakfast or snack for pupils.
- To provide a calm environment in which children have access to a range of activities.

Both Breakfast Club and After School Club operate under the umbrella of Hallam Primary School and Tapton School Academy Trust and fully adopts all policies and procedures currently in place at the school. These policies can be found on the school website [www.hallamprimaryschool.co.uk](http://www.hallamprimaryschool.co.uk)

## Breakfast Club Timing

- Breakfast Club is open from 7:30am and is located in the school dining room.
- Breakfast Club staff supervise the children until 8:40am when they are escorted to their classroom.

## After School Club Timing

- After School Club is open from 3:15pm and is located in the school dining room.
- The children must be collected by parents/carers by 6:15pm

## Staffing

- The school operates a 1:12 staffing ratio (1:8 for children under 5) for both Breakfast Club and After School Club, however there will be a minimum of three members of school staff responsible for the delivery of Breakfast Club each morning.
- All staff hold fully updated DBS and safeguarding checks.
- All Breakfast Club and After School Club staff have completed the Emergency First Aid training.

## Booking

- Sessions cost £14.00 per session per child for After School Club and £6.00 per session per child for Breakfast Club.
- Pre-booked sessions will be booked in advance using your ParentPay account.
- **Sessions booked within 24 hours will need to be made via the school office no later than 14:30h**
- **Cancelations with less than 24 hours' notice will be still charged.**
- Booking forms can be found on the school website and at the school office.

## Payments

- Payments are to be made via your ParentPay account. Please note, you will not be able to book a session without crediting your account in advance.
- Childcare vouchers are also accepted as a method of payment. If you do not claim these in advance, please book sessions via the previous booking process by completing a booking form available from the school office.
- Pupils for which the school receives Pupil Premium funding will be able to access Breakfast Club free of charge. Bookings for this needs to be made through the school office.

### **Late Collection**

- After School Club closes at 6:15pm Monday to Friday. Should your child not be collected by this time, a late collection charge will be applied to your ParentPay account. This will be applied at the cost of £5.00 for every 5 minutes. If parents are persistently late to pick up their child from After School Club, they may risk losing their place.
- If your child remains at After School Club after 6:45pm and we are unable to contact any of the registered contacts provided, Hallam Primary School are legally required to contact Safeguarding Children Services (Social Services).

### **School Closure**

If school is closed or has to close early, Breakfast Club and After School Club will not run. Refunds on these occasions will be given.

### **Breakfast Club Registration**

- We ask that parents sign their children into the register as they arrive at Breakfast Club.
- Parents of children in Years 3 through to 6 who walk to school independently may request that their children register themselves at Breakfast Club. In these circumstances, parents should state this on the registration form. Please note that we cannot accept responsibility for any child until they arrive at Breakfast Club.
- No children should arrive at Breakfast Club before 7:30am.
- Please be aware that parents will not be contacted if their child does not arrive at Breakfast Club as expected. Contact will only be made with parents of absent pupils after normal registration at the start of the school day.

### **After School Club Registration**

- Up to and including Y4 children will be collected from their classrooms.
- Y5 & Y6 children make their own way to After School Club direct from their classrooms at the end of the school day where they will be registered when they arrive.
- **Please can parents notify After School Club if for any reason their child will not be attending a pre-booked session.**

### **Breakfast Club Menu**

- The Breakfast Club operates a healthy menu policy.
- Typical foods available during Breakfast Club include:

Fruit Juice  
Semi-skimmed Milk  
Unsweetened Cereals  
Beans on toast  
Crumpets

### **After School Club Menu**

- The After School Club operates a healthy menu policy.
- Typical foods available during After school Club include:  
Fruit Juice/Water/Milk  
Toast/Crumpets/Pancakes/Sandwiches/Wraps/Teacakes  
Cheese and Crackers  
Pudding of the Day  
Fruit and Salad

### **Breakfast Club Activities and Resources**

- A varied range of activities can be enjoyed at Breakfast Club. These include organised games, board games, reading, Lego etc.
- Resources are stored in the KS1 Hall and are subject to the school's Health and Safety monitoring and PAT electrical testing.

### **After School Club Activities and Resources**

- A varied range of activities can be enjoyed at After School Club:
  - Outdoor activities include organised games, constructions games, use of trikes, bikes and scooters, sports and games with the SWFC coaches in the playground and on the field.
  - Indoor activities include board games and jigsaw puzzles, a different daily art and craft activity, construction games (lego, cogs, duplo, etc), role play (doctors, dress up, shopkeeper, etc), numerous toys (dinosaurs, cars, dolls, train set, etc), all together with sensory activities.
  - We offer structured time in the ICT room and games on the Xbox and PlayStation.
  - Resources are stored in the KS1 Hall and After School Club cupboard and are subject to the school's Health and Safety monitoring and PAT electrical testing.
- Whilst at After School Club your child may get involved in messy activities. We provide aprons for these activities but do not take responsibility if your child is not willing to wear an apron. Hallam Primary School After School Club accepts no liability for damage to clothing whilst in our care under any circumstances.

### **Safeguarding**

- A separate risk assessment is completed for the use of Breakfast Club and After School Club each year.
- The school's fire procedures are fully adopted by Breakfast Club and After School Club. Copies of the fire emergency evacuation plan are displayed in the main entrance and in the dining room. The fire assembly points are on the Y1/2 and Y3/4 playgrounds.
- Medication is to be administered by trained members of staff if it is accompanied by a school administering medication form. These are available from the school office.

- Under the e-safety policy, your child will not be permitted to use his/her mobile phone during sessions and that staff will safely deposit phones in a secure place returning them at the end of the session.
- Should there be any incidents or accidents involving your child, you will be informed of the situation. All accidents are treated by a qualified first aider. If there is a situation where your child needs urgent medical treatment and are uncontactable, a member of staff from Hallam Primary School After School Club may sign any consent forms necessary for treatment on your behalf using the consent from my registration form.
- Any information and details regarding your child will be treated as confidential. However, under our safeguarding policies, there may be times, for example in cases of child protection concerns, when details of your child may be passed on to other appropriate and authorised agencies. For example (but not limited to) Police, Social Services and Health Care Professionals.

### **Behaviour**

- Hallam Primary School Breakfast Club and After School Club adopt the policies of Hallam Primary School with regards to Behaviour and Exclusions. If it becomes necessary to exclude a child, you will be liable to pay for the cost of the session.
- Staff should be treated with proper respect and any behaviour deemed violent or abusive is unacceptable and the above Exclusion and Behaviour Policy will apply.

### **Complaints**

Any complaints should be made in writing to the Headteacher.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Hallam Primary School After school Club

## Registration Form

Child's Name	
Date of Birth	
Emergency Contact 1.	
Emergency Contact 2.	
Dietary Requirements	
Allergies	
Other medical information	

All children will be registered into the club when they arrive from their classrooms at 3.15pm. I understand it is my responsibility to inform the After school club if my child is not attending the club for any reason. I or a designated collector will sign my child/children out of After school club on collection.

Children should be collected from After school club by 6.15pm at the latest.

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Hallam Primary School

A member of Tapton School Academy Trust  
Company registration number. 7697171  
Hallam Grange Crescent, Sheffield, S10  
4BD  
Tel: 0114 2304430  
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Email: [enquiries@hallam.sheffield.sch.uk](mailto:enquiries@hallam.sheffield.sch.uk)  
Website: [www.hallamprimaryschool.co.uk](http://www.hallamprimaryschool.co.uk)

Headteacher: Mr C Stewart  
Chair of Governors: Mr A Green

### AFTER SCHOOL CLUB COLLECTION PERMISSION FORM *(From Foundation through to Year 6)*

#### Child's Name:

The following people are allowed to collect my child from After School Club.  
I will inform After School Club before 3.00pm on any day if one of the below will be collecting my child/children.

NAME	RELATIONSHIP TO CHILD	DATE	SIGNATURE OF PARENT

