

Samlesbury CE Primary School

'Let your light shine!'

Live as a light to others

Live to do good

Live to love God

Based on Matthew 5:14-16



07051 BEFORE AND AFTER SCHOOL CHARGING POLICY

Written: 2018

Reviewed: 2020

Reviewed: May 2023

Reviewed: August 2025

Date of next review: August 2026

This policy describes our aims and our practice in operating before and after-school clubs for the purposes of providing wrap-around child care for children at Samlesbury Church of England Primary School.

1. Bookings

Samlesbury Breakfast Club Bookings

The breakfast club can be used on an ad hoc basis. No advance bookings are necessary.

Samlesbury After School Club Advanced Bookings

We operate a half-termly advanced booking system for after school club bookings. Booking sheets are available from the school office. Booking sheets should be completed and returned to the school office by the end of the first school day of each half term. Bookings will be prioritised on a first come first served basis should there be more children than available spaces. For staffing reasons, advanced bookings can only be changed with one month's notice.

The after-school club can be used on an ad hoc basis. Parents who wish to use the club on an ad hoc basis must contact the school bursar to check availability. Ad hoc use will be charged at a higher rate.

2. Session Times

Breakfast club – opens: 7:45am

The club runs from the opening time until the start of the school day (8:50am). Children are supervised by staff on the playground before the school day.

After School Club – closes: 5:30pm

The club runs from the end of the school day until the closing time.

3. Charges

Charges will be determined by the board of governors. Parents will be notified of price increases at least one month in advance.

Charges as of 1st September 2025

	Charge
Breakfast Club	£3.60 per session
Samlesbury After School Club advanced booking	£7.00 per session

Samlesbury After School Club ad hoc booking	£9.50 per session
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Children who require one-to-one/ specialist care – please speak to the headteacher.

Late collection

Late collection from the club will mean additional cost to the school in staffing hours (after school club staff/ site supervisor). Therefore, late collection charges will be consistently charged for children who are not collected by 5:45pm.

Late collection between 5:30pm and 5:45pm – £10

Additional charge of £10 for every 15 minutes which follows 5:45pm.

4. Food and drink

Breakfast Club

Cereal or toast and water will be served during the first half hour of the club opening times.

After School Club

A snack will be served around 4pm. The snack will be sufficient to keep children going but it is not intended to replace their evening meal.

5. Activities

Breakfast Club

Breakfast club will have a number of low key activities at the beginning of the school day including art, design and construction. These activities will fill the time between eating breakfast and supervised play outside before the school day.

After School Club

The After School Club Manager and assistant will care for the children and provide a range of activities to engage in.

Activities may include but will not be limited to:

- Play
- Arts & crafts
- Games and activities outside
- Small world play/ role play/ dress up
- Board games
- Physical activity
- Activities to encourage communication
- Quiet space for reading/ homework

- Computer activities (limited to a maximum time of 30 minutes)

6. Further policies and procedures

The breakfast club and after school club will function under existing school policies.

Signed: Lucy Sutton Co-Headteacher

Date: 1st September 2025