Westminster Primary Academy Policy Documents

Breakfast + After School Club Policy (BASC)

WESTMINSTER PRIMARY ACADEMY BLACKPOOL

Updated Sept 2026
Review date: Sept 2027

1. Overview and Aims

The Westminster Primary Academy wrap-around care provision aims to provide a safe, stimulating, and friendly environment for pupils outside of standard school hours. We aim to:

- Support working parents by providing affordable childcare.
- Provide opportunities for fun, enjoyment and learning through a range of activities
- Promote social skills through structured play and group activities.
- Encourage children to develop friendships between age groups and work together cooperatively.
- Develop positive and supportive relationships between children, parents, school and the wider community
- Through our Breakfast and After School Club we intend to: ▪ Provide opportunities for fun, enjoyment and learning through a range of activities. ▪ Encourage children to develop friendships between age groups and work together cooperatively.

2. Operating Hours and Fees

Club	Hours	Fee per session
Breakfast Club	08:00 – 08:15	£1
Free Breakfast Club	08:15- 08:45	Free
After School Club	15:15 – 17:30	£6.00 (includes light meal)

3. Admissions and Booking

- **Registration:** As BASC is run by school staff registration is not needed as all information is accessible on Bromcom
- **Booking:** Places must be booked via the My Child At School account 2 days before booking is required.
- **Ad-hoc Bookings:** These are subject to availability and must be confirmed by the school office.
- **Payment:** Payments should be paid, through My Child at School, prior to attendance and at the point of booking. Any debt may result in attendance being revoked.

4. Health and Safety

Staffing Ratios

We maintain a ratio of at least **1:8** for children under eight and **1:10** for children over eight, in line with statutory requirements.

Safeguarding

All staff are DBS-checked and hold relevant safeguarding training.

Safeguarding concerns will be recorded on CPOMS and reported to the DSL or member of SLT on duty if they are unavailable.

A member of SLT is on duty throughout the sessions.

First Aid

At least one member of staff with a current **Paediatric First Aid certificate** will be present during all sessions.

Food and Allergies

- **Breakfast:** Cereal and a drink are available every day with other breakfast choices including toast, crumpets, egg, yoghurt, fruit available on a rotation.
- **Afternoon Snack:** A light meal (e.g., hot dog, pasta, chicken nuggets, beans on toast) is provided at 16:00.
- **Allergy Management:** We are a **nut-free school**. Specific dietary requirements are kept in the green file. This is readily available during BASC hours and locked away when closed.

After School Club Menu

The menu is not set as it is very dependent on the numbers of children and can vary on the day with last minute additions.
Options for afternoon snack can include hotdogs, beans (etc) on toast, pasta (meatballs/ tuna etc), chicken nuggets, sandwiches, burgers, sausage rolls, crackers and cheese.

Food Hygiene

All staff have Level 1 Food Hygiene certification.

Evacuation procedure

Muster point 1: BASC playground
Muster point 2: Main playground

Staff to have a copy of the register / sign out sheet (kept at the door). This is taken on evacuation along with the green file with contact details in.

The duty member of SLT will join the evacuation and organise contact to be made with parents if needed.

5. Arrivals and Departures

- **Breakfast Club:** Staff must sign children in at the door. Children will be escorted to their classrooms at the start of the school day.
- **After School Club:** KS2 children meet a member of the After School Club staff in the library at the end of the school day. KS1 and Reception children are either collected from their classroom by a member of After School Club staff or dropped off in the library by a member of the year group team escorted from their classrooms to the club.
- **Collection:** Children must be signed out by a member of staff. If someone else is collecting the child, the school must be notified in advance, and a password system may be used.
- **Late collection:** Verbal reminder in the first instance, followed by written reminder. If this becomes an ongoing issue a late payment will be requested and the place in BASC removed.

6. Activities/Provision

Breakfast club
Yoga, drawing activities, wake up shake up, construction, speed stacking, outside play.

After School Club
Quiet time on arrival and during meal time whilst watching a film / cartoon
In fair weather the children have access to an outside area (either the BASC or main playground).
Children's preferences are for free play, accessing games, puzzles, pool, table top football, doll's house and role play kitchen, staff have a bank of craft activities to access if children want to.
Seasonal activities and themed meals are also in place.

7. Behaviour Policy

The school's standard **Behaviour Policy** applies during wrap-around care. We expect all children to follow the '3 Rs' - Ready, Respectful and Responsible.

Please note: Persistent poor behaviour may result in the withdrawal of the child's place.

8. Absence, Cancellation and Refunds

- Absence - place cancelled and money credited back or moved to the next booking
- Cancellations made with more than 24 hours' notice will be credited to the parent's account or moved to the next booking.
- No refunds are given for sessions missed due to short-notice cancellations.

9. Staffing

- All staff work in school during the school day and are fully aware of all policies and procedures including safeguarding and first aid. All staff are DBS checked and have received safeguarding training.
- The Club is led by the Breakfast + After School Club manager and a member of the Senior Leadership Team.
- A member of the Senior Leadership Team will be available during opening hours.

10. Contact information

Telephone: 01253 621703 (Option to transfer to BASC out of office hours)
Dojo: Mrs White (B+ASC manager), Miss Fleet (Deputy Headteacher) or Mrs Latham (Headteacher) can be contacted by Dojo message but please note that this is not a method of emergency contact and responses will not necessarily be made that day.

Email: admin@westminster.fcat.org.uk