



Chase Side Primary School

Chase Side Primary School Breakfast and After School Care Policy

**REVIEWED AND ADOPTED BY THE GOVERNORS OF CHASE SIDE
PRIMARY SCHOOL ON WEDNESDAY 15TH OCTOBER 2025**

To be Reviewed October 2026

The Chase Side Primary School Breakfast and After School Care Services exist to provide high quality out-of-hours childcare to support parents and carers. The Services provide a range of stimulating and creative activities in a safe environment.

Breakfast Care operates from 7.45am to 8.45am and After School Care from 3.15pm to 6.00pm during term time. Current costs for each session can be obtained from the School Office or from the Service staff. A copy of this Policy is provided to all parents attending the Services and is also available on the School Website.

Admissions

Places at Breakfast and After School Care are subject to availability and are based on an appropriate adult to child ratio. The Services are open to all children from Reception to Year 6. If the Services are oversubscribed, a waiting list will be started. You will be notified if and when a place becomes available for your child/ren.

- Only children attending Chase Side Primary School are eligible to attend Breakfast and After School Care.
- The registration process must be completed prior to the child's commencement at the Service.
- All Service staff are made aware of the details of a new child.
- Children's attendance is recorded on a register.
- The school operates the Services on a 1:15 ratio.

Due to the high numbers of pupils attending our Breakfast and After School Care Services, the School is not able to accommodate changes to your days of attendance on a weekly basis. **Days of attendance can only be changed each half term.**

Registration Forms & Emergency Contact Information

Registration forms available from the School Office must be completed prior to a child starting at either Breakfast or After School Care. Emergency contact information must be given before a child can attend the Services.

Activities and Provision

A range of activities are planned for each session. These will include reading, computer time where children will be able to access Spelling Shed, Times Table Rockstars, MyMaths then a carefully planned creative project-based activity. The age of the children will be considered when planning activities to ensure they are appropriate.

Arrival and Departure

Breakfast Care

- Parents must bring their children to the Main Gate where they will be signed in by the member of staff of the Service.

After School Club

- When a child is collected from the Dining (Winter) Hall, they must be signed out by a parent/carer or named collector and time recorded.

- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child from the Hall.
- Parents/carers must ensure that any person who may collect their child/ren is listed on the registration form and that this information is kept up to date.
- Parents must inform the Service if their child is going to be absent from any session.

Daily Routine

Breakfast Care

- Breakfast Care opens at 7.45am. Parents drop children off at the main gates between 7.45 and 8.00am where they will be met by a member of the Breakfast Care Team and signed in - the children make their way to the Winter Hall where they are met by the other members of the Service Team.
- Breakfast (toast, cereals, etc.) is served from 7.45 to 8.15am. No food will be served after 8.15am.
- At 8.45am pupils in Reception, Years 1 and 2 are taken to their classes and pupils in Years 3 to 6 are sent to their classes.

After School Care

- After School Care opens from the end of school until 6pm. Any collection after 6pm will incur a late collection charge of £1.00 per child for every minute that you are late.
- Children will be escorted to After School Care at the end of the school day by a member of staff.
- This member of staff will sign children in to the Service.
- A **snack and drink** will be provided from 3.30pm.
- A register will be taken at the start of the session.
- Parent/carers are required to sign the register when collecting their child/ren.
- A member of the Senior Leadership Team will be on site for the duration of After School Care.

After School Care Late Collection

Late collection will incur a fine of £1.00 per child for every minute that you are late. This is to cover costs incurred for keeping the school open and staff on site. Late payment fines must be paid within 7 days. Persistent lateness of more than 3 incidences in a term will result in the loss of a child's place.

If a child has not been collected from After School Care at the end of the session they will be brought to the member of SLT on site, parents will be contacted in the first instance by telephone. The additional contact people will be telephoned in the second instance. If these contacts are unavailable then after approximately 30 minutes, the police and Social Care will be informed. We follow Enfield's Safeguarding Board Policy and Procedures for primary aged children not collected from the School at the end of the school day which could result in Children's Services involvement.

Behaviour

The School's Behaviour Policy, available on our website or on request from the Office, will be adhered to throughout the Breakfast and After School Care sessions. Parents will be contacted if there are concerns about their child's behaviour.

If a child continues to display poor behaviour choices, the Services may decide to exclude the child with agreement from the Headteacher. The reasons and processes involved will be clearly explained to the child and their parent/carer and you may receive a letter regarding this.

Attendance at Breakfast and After School Care is consistently reviewed to ensure that it meets the needs of the children. If we believe that attendance at Breakfast or After School Care is not supporting the emotional well-being and development of your child, their self-esteem or confidence or that it is impacting adversely on their learning or progress throughout the school day, we will review their attendance.

Inclusion

Our Breakfast and After School Care Services are fully inclusive. If a child has special or medical needs, information will be shared the Service staff and any necessary arrangements agreed.

First Aid

There will be a qualified first aider on site during all Breakfast and After School Care sessions. All accidents will be recorded in the Services' accident book and medical forms will be completed. The accident will be reported to the parent/carer when collecting their child (After School Care) or the class teacher (Breakfast Care).

Staff will be made aware of the children with individual Health Care Plans. Medication for ongoing medical conditions e.g. asthma inhalers, epipens, will be administered by our Service staff. All Service staff will have basic first aid training. A parent will be contacted to collect their child if their child becomes unwell during the session.

Payment of Fees

The School operates a **zero debt policy**. It is a requirement of the Breakfast and After School Care Services that fees are paid promptly and 1 week in advance. Please note;

- Booked places are to be paid for even if the child does not attend.
- Should you no longer wish for your child to attend the Service, you must give two weeks' notice in writing.
- Fees should be paid by the date stated. Payment is made using your school ParentPay account (you will be set up with an account when you join the School).
- All payments are non-refundable and absence for illness or holiday is non-refundable.
- If you have a planned absence e.g. a medical appointment, two weeks' notice in writing is required in order to be refunded.

- Breakfast Care sessions currently cost £3.00 per day. **This charge will increase to £3.50 per day from Monday 1st December 2025.**
- After School Care sessions currently cost £9.00 per day for the first child with a slight reduction in fees for further siblings. **This charge will increase to £9.50 per day from Monday 1st December 2025 for the first child, with a slight reduction in fees for further siblings.**
- If a parent is experiencing difficulty with payment of their fees, they should contact a member of the Senior Leadership Team as soon as possible.
- In the unlikely event that there is a debt against an account, the place will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with a member of the Senior Leadership Team and subject to availability.

We also accept the following forms of payment:

- Childcare vouchers
- Tax free childcare
- Student Loan Company payments

Food

There will be a time for the children to eat a healthy breakfast or teatime snack provided by the Breakfast/After School Care staff. All children are seated at tables and we encourage a 'family' type atmosphere. At least one member of staff holds a current Basic Food Hygiene certificate. Fresh drinking water is available to the children at all times. Children should not bring any additional food to the Breakfast/After School sessions.

Health and Safety

Staff must follow the Chase Side Primary School's Health and Safety, E-safety and Safeguarding Policies and related documents to ensure the safety of all children. They will follow the same procedures for fire and evacuation as the main school. In case of an emergency a member of the Senior Leadership Team will be immediately informed and relevant procedures followed.

Staffing

All Breakfast and After School Care staff will follow the school staff code of conduct and school policies. All Service staff are DBS checked and will attend regular child protection training. They must be familiar with the school's Safeguarding Policy and related documents and will be clear about how to deal with any safeguarding concerns. The maximum number of children will not exceed a ratio of a 1 adult to 15 children (1:15). Staffing arrangements are considered to meet the needs of children who have special educational needs. Breakfast and After School Care will be led by a Level 3 or higher qualified member of staff. In the event of the Leader being absent, an experienced member of staff will lead the session and a member of the Senior Leadership Team will be informed.

Complaints

If parents are concerned about any aspect of the Breakfast or After School Care Service, they should in the first instance talk to the Service Manager or School Office.

Contact

For after school office hours, you can contact a member of the After School Care please call **07587481233**

Reviewed: 24th September 2025 by Miss M Scull and Mrs A Sullivan.

Approved by: The Full Governing Body on Wednesday 15th October 2025

Next Review Due: October 2026

Monitored by: Miss M Scull