

Breakfast & ASC Policy

Leighton Primary and Preschool

Adopted by Governors	Autumn 2025
Review Timetable	2 Years
Renewal Date	Autumn 2026

Document Control		
Date	Notes	Initials
17/3/23	Implemented	JR
27/3/23	Edited and reviewed	EW
14.10.25	Edited and Reviewed	KB/CN/AW

AIMS

The Breakfast and After School Club provides quality wrap around care for pupils from Reception to Year 6 at Leighton Primary. The aims of the club are to:

- support working parents by providing before and after school childcare from 8.00am until 8.45am and from 3.15pm until 5.45pm respectively.
- 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.

ALLOCATED PLACES AND TIME OF CLUBS

- The provision has 60 places in the After School Club and 60 places in the Breakfast Club.
- The Breakfast Club is accommodated in the school hall where the children are offered a healthy breakfast and drink. The After School Club is also accommodated in the school hall where children are offered a healthy snack and a drink.
- Unfortunately, the Breakfast and After School Club is not able to provide one-to-one support for individual children.
- The Breakfast Club will run from 8am until 8.45am from Monday to Friday during term time.
- The After School Club will run from 3.20pm to 5.45pm from Monday to Friday during term time.
- Both clubs will be closed during school holidays and for 5 days each year to provide staff training and development (INSET days)
- Drop off and pick up times must be adhered to (see Late Collection Charge section and policy).

ADMISSION PROCESS

The Governors are responsible for the admissions to the Breakfast and After School Clubs. Parents do not have a statutory right to appeal to an independent panel in relation to club admissions.

To book your child into our Breakfast Club and Leighton ASC, parents can log into their ParentPay account and book the sessions required. All bookings must be made by Wednesday 8.30am for the following week. Bookings will be available for each academic year and will open at the end of the summer term for the next academic year.

Once the child has been booked in on ParentPay parents will be liable to pay for the sessions even if the child does not attend. All sessions are available for children in Reception to year 6. We reserve the right to terminate a child's place with immediate effect if a parent, carer or child displays abusive, threatening or inappropriate behaviour of any kind.

In the event of a waiting list situation Leighton Primary and Preschool will admit children into the club using the following priorities:-

1. Children of staff at Leighton Primary & Preschool
2. Siblings of children currently attending the ASC
3. Consideration given to children of working parents/carers studying or looking to work or study (evidence required)
4. Date of application.

If you wish your child to be placed on the waiting list, please email officeadmin@leightonprimary.net with the following information:

- Childs name
- Days required
- Times required

The school will contact you when a place becomes available. Parents will need to confirm if they wish to take up the place within 48 working hours. If no response is provided or declined the space will be offered to the next person.

CHARGES

The charges from September 2025 per session are as follows:

Session	Time	Cost per session
Breakfast Bunch	8-8.45am No admission after 8:15am	£3.50
Half after school session	3:15-4:30pm	£3.50
Full after school session	3.15-5.45pm	£7
After Y.D.P Club Session	4:15-5:45pm	£3.50

CHILDCARE VOUCHERS

We accept childcare vouchers and are registered with several providers – please request details. If your employer uses a provider we are not currently registered with, please provide us with details and we will be happy to look into registering with them.

BOOKING AND PAYMENT

Places for the Breakfast and After School Clubs need to be booked and paid for in advance – at least a week prior to the booking.

Fees for the week ahead are due the Wednesday before, by 8.30am. This is payable on ParentPay. Failure to pay will mean that your child can not attend. If you have not made payment within 3 days your place will be offered to someone else and you may join the waiting list if you wish. Account activation codes are issued by the school when your child/children first starts school.

The school reserves the right to withdraw a child's place if fees are not paid.

ILLNESS AND CANCELLATION

If a child is unwell on the morning of their booking, please leave a message by phoning 01733 232949. Refunds will not be given in the result of a child being ill or absent. If a child is persistently absent their place will only be held for two weeks and then offered to a child who is on the waiting list, places booked will still be charged.

EMERGENCY CONTACT

The school office hours are 8.30am to 3.30pm, if you need to speak to a staff member of the wrap around care team, please call the number given to you on booking.

If you are going to be late collecting your child/children please telephone the club before 5.45pm on 07541 644 794. After this time, an extra charge of £5.00 per 5 minutes per child will be added to your fees. After 5.45pm, if every possible way has been tried to contact you, alternative arrangements through social services will have to be made.

BEHAVIOUR

- The school's wraparound childcare services are subject to the existing Behaviour Policy; any incidences of inappropriate conduct are reported to the parents of the child and logged on the school's MIS
- Repeated breaches of the Behaviour Policy may result in the child being barred from attending the clubs.

- Any outstanding fees paid by the parent are returned if a child is barred from attending the clubs.

UNCOLLECTED CHILDREN

Staff members do their best to ensure effective communication between clubs and parents. If a parent is late after the end of the club at either 4:30pm or 5:45pm , the following procedures are followed:

- The parent is reminded that they must notify a member of staff if they are running late by calling 07541 644 794.
- The parent is warned that repeated late arrival will result in penalty fees

If the parent is over **15** minutes late, the following procedure is followed:

- A member of staff attempts to contact the parent using the details provided on the MIS
- If contact is not made, a message is left. The member of staff then attempts to reach the emergency contacts listed on the registration form
- For the duration of the wait, the child is supervised by **two** members of staff
- When the parent arrives, they are issued with a charge of **£5** for every 5 minutes that they were late collecting their child as per the late collection policy. This charge is per child.

If the parent is more than **30** minutes late, the following procedures are followed:

- If a member of staff has not reached the parent or an emergency contact, they contact the local social care team for advice
- The child remains on the premises with a member of staff, or is placed with the local social care team
- If the child has left the premises with the local social care team, a note is left on the gate to the club informing the parent of the child's location. A contact number and/or address is displayed.

Communication with Parents/Carers

- This policy will be made available to all parents/carers via the school website and upon request.
- Parents/carers will be reminded of the importance of collecting their pupils on time through regular communication channels (e.g., newsletters, emails).
- Parents/carers will be informed of any late collection incidents involving their child and the actions taken by the school.
- Parents/carers are encouraged to communicate with the school in advance if they anticipate being late to collect their child.

This policy will be applied with due regard to the Equality Act 2010 and the school's commitment to equality, diversity, and inclusion. Reasonable adjustments will be made for families and pupils with particular needs.

If there is continued late collection of children following communications from the school this may result in the immediate revocation of your access to wrap-around provision.

Review and monitoring

This policy will be reviewed annually by Leighton Primary and Preschool governing body.

CHILDCARE BOOKING FORM

If you would like to attend and pay for any childcare sessions with childcare vouchers please populate the form below and return to the school office. **If you do not have childcare vouchers, payment will need to be made on ParentPay.**



CLUB	TIME	COST PER SESSION	COST PER WEEK
Breakfast club	8am - 8.45am	£3.50 per session	£17.50 per week
Half Session - After School Club	3:15pm - 4:30pm	£3.50 per session	£17.50 per week
Full Session - After School Club	3.15pm - 5.45pm	£7 per session	£35.00 per week
After Y.D.P Club Session	4:15pm - 5:45pm	£3.50 per session	£17.50 per week

Please use one form per child. Places are allocated on a first come first served basis.

NAME OF CHILD			CLASS	
CHILDCARE VOUCHER PROVIDER			CHILDS REF NUMBER FROM CHILDCARE PROVIDER	
PLEASE TICK THE DAYS AND SESSION REQUIRED				
	Breakfast club 8am - 8.45am	Half Session - After School Club 3:15pm-4:30 pm	Full session - After School Club 4:30pm - 5:45pm	After Y.D.P Club Session - After School Club 4:15pm - 5:45pm
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

Once you have booked your sessions we will invoice you each half term with the total cost payable.

PLEASE RETURN THE COMPLETED FORM TO THE SCHOOL OFFICE