Cotsford
Primary School

Wrap Around Childcare

Breakfast and Tea Time Club Policy

September 2025

Date of policy: September 2025

Review date: September 2026

Cotsford Primary School aims to provide a safe, stimulating and happy out of school hour's environment for children under the supervision of school staff.

The aims of the club are:

- To provide a safe, caring and supportive environment, where the children feel comfortable and happy before and after the school day.
- To provide a relaxed and informal environment which promotes a balance of free and directed play.
- A wide variety of fun, creative and stimulating activities.
- Access to outdoor play.
- An opportunity to socialise with other children.
- To provide an affordable service to parents/carers.

It is expected that parents will:

- Ensure that their child only attends sessions that are booked in advance online.
- Ensure that their child is dropped off and/or collected on time by an adult or responsible person over the age of 14 years.
- Contact the school if their child is going to be absent from a session.
- Contact the school office by 3.40pm if there is a change in adult arrangements or collection times from the Tea Time Club. In the case of an emergency, the Tea Time Club can be contacted on **07345195432**.

Opening Times

The wraparound childcare will open term time only for children in reception through to Year 6 on Monday to Friday from:

- 8am – 8.45am for Breakfast Club and
- 3.15pm – 6pm for Tea Time Club

Our clubs are run by school staff. All staff are all enhanced DBS checked and conform to all of the school's employment requirements. Appropriate adult:child staffing ratios will be maintained at all times.

Specific Individual Needs

Where a child has a specific need, including a disability, admission will be based on:

- All parties agreeing that the environment is appropriate for the child.
- The staffing levels can support the needs of the child.

Breakfast Club

Children should arrive via the pedestrian gate and be brought to the main reception office where a member of staff will record their attendance. Children may arrive from 8am with last admission at 8.35am.

Sessions must be booked and paid for in advance using ParentPay. The cost is £1 per child, per day regardless of whether or not your child eats.

Children enter the hall, put their coats and bags in the designated areas and then collect their choice of breakfast. The children are responsible for clearing away their dishes and they remain in the hall until 8.45am before they go to class.

There is free play with access to games, drawing materials, and small world toys. Other activities such as the 'Active walls' and 'Just Dance' may also be made available. Weather permitting, the children may also access the outdoor area adjacent to the hall (quad).

Breakfast includes a choice of toast, crumpets, pastries, cereals, yoghurts, fruit, juice, water and milk.

All costs are subject to change depending on staffing and food costs.

Tea Time Club

There are 5 options for after school care:

- Option 1 – 3.15pm – 4pm £2 per child
- Option 2 – 3.15pm – 5pm £5 per child
- Option 3 – 4.15pm – 5pm (following your child's attendance at after school club) £3 per child
- Option 4 – 3.15pm – 6pm £8 per child
- Option 5 – 4.15pm – 6pm (following your child's attendance at after school club) £6 per child

A selection of fruit and light snacks will be available for pupils staying in the Tea Time Club beyond 4pm.

At home time, pupils attending Tea Time Club will meet in the hall supervised by a member of staff who will take a formal register against the bookings made. Children attending extra-curricular clubs (either run by school or external staff) will be escorted to the Tea Time Club by the extra-curricular club leader.

There is free play with access to games, drawing materials, and small world toys. Other planned activities may also be organised for those attending the later sessions. Weather permitting, the children may also access the outdoor areas.

The deadline for booking Tea Time Club is 11.59pm on Thursday of the previous week – this is to ensure that the appropriate staffing levels can be put in place to supervise children, maintain adult:child ratios and also order the appropriate stock levels for snacks. All booked sessions must be paid for at the time of booking. The 11.59pm Thursday deadline also applies to any changes to bookings or cancellation of bookings. Registers for the following week will be provided to club supervisors.

Under extenuating circumstances, late bookings will be considered, but not guaranteed. Parents/Carers Must contact the school office directly to request this.

Collecting Your Child from After School Childcare

Children must be collected promptly at the end of your booked Tea Time Club session by either the parent or the person you have identified and informed us of in advance. We will not release children to any siblings or children under the age of 14 years.

When collecting your child, please phone the mobile on 07345195432 to gain the attention of a member of staff (the school office will be closed after 3.40pm). Your child will then be brought to the office and you will be given access through the gate for you to come to the office to collect your child.

For 'first time' pick up, an authorised person will be required to provide a suitable form of identification as Tea Time Club staff will not necessarily know who adults are in the first instance. You MUST notify the school office in advance if you want a person to be added to the 'Collection Permissions' list or to have them removed.

For the safeguarding of your child, the school reserves the right to refuse to release a child to someone who is not on the collection permission list until we have verbal permission from the parent (we will contact you by phone) or a senior member of staff.

Contacting School During the Clubs

Breakfast and Tea Time Clubs can be contacted during school hours on the main school telephone number: 0191 5864660. The school office hours are 8am – 3.40pm. The staff will take your message and share it with the club leaders. Messages may also be sent to Mrs Admin on Class Dojo. To contact the Tea Time Club after 3.40pm, you will need to phone 07345195432.

Payments and Refunds

Sessions need to be booked in advance online using a ParentPay account and payment must be made before your place is secured. Fees cannot be paid in cash or by cheque at any time. Please contact the school office if you require more information.

Fees are non-refundable for non-attendance such as illness, ad hoc events, etc.

If your child is absent from school on a day he/she is booked into the Tea Time Club, their place for that day will be automatically cancelled. If for any other reason, your child no longer requires a pre-booked place, please inform the school office as soon as possible and their place will be cancelled. Please be aware that it is our policy to charge for all pre-booked sessions even if your child does not attend as we still have to cover staff and other costs.

Late Collection from Tea Time Club and Associated Fines

If your child is not collected at the end of their booked session, then you will be charged the cost of the next session.

The last pick-up and hand over time for After School Childcare is 5:55pm. If you are late picking up after 6pm you will incur a £5 charge for every block of 15 minutes you are overdue. If late fees are not paid within 5 working days then your child will not be able to attend future sessions until the fees are paid.

Children who are late to be picked up at the end of the school day at 3:15pm or are late being picked up from extra-curricular clubs, will be put into Tea Time Club and a £2 initial charge will be made.

Repeated late arrival after 6pm and/or failure to pay the additional charges will result in your child not being able to attend future sessions.

All costs are subject to change depending on staffing and food costs.

Refunds will be given if the school is responsible for your child being unable to attend for example, school closure, or if the school initiates an activity such as a school trip, sporting event, etc after you have already made a booking for Tea Time Club. In this instance, a full refund for the session will be credited to your ParentPay account. The school will endeavour to give parents and carers as much notice as possible regarding these potential activities.

If you no longer require the use of Tea Time Club e.g. you are moving away, your child changes school, etc one week's notice period will be required to qualify for a refund of any remaining monies. Refunds will also be considered by the Headteacher if your personal circumstances change significantly and you no longer require the service going forward.

Tax Free Childcare

Tax Free Childcare can be used for our Tea Time Club sessions. Please contact our Office Admin team either by phone on 0191 5864660 or by messaging Mrs Admin on Class Dojo to inform us of your provider so arrangements can be made.

Tax Free Childcare payments take between time to reach us so please allow two weeks from when you send them and for our finance team to credit your account (the credit information is obtained from the Bank Statement). Cancellation, as covered in this policy, for non attendance will not receive a refund. Full refunds will be given when attendance has not been possible as a result of the school.

Waiting Lists

Currently our staff/pupil ratios allow for 20 children to attend Tea Time Club. Additional staffing will be considered if demand requires it. We will operate a waiting list once the maximum number of children has been reached with places being offered as they become available. We need to ensure the welfare and safety of those attending for safeguarding reasons and cannot exceed staff / pupil ratios. Spaces for siblings are also subject to a space being available and take no priority over children already on the waiting list. Provisions are organised for the maximum number of children in accordance with the risk assessment carried out by Cotsford Primary School having regard to the age and needs of the children and the types of activities, referring to the relevant guidance.

Non-Arrival for Tea Time Club

In the event of an expected child not arriving during this time the following procedures will be put into place:

- The designated member of staff will contact staff from the relevant class, clubs, the school office or senior leaders to ascertain attendance at school that day.
- The office staff or senior leader will contact the named Parent/Carer to ascertain the whereabouts of the child.

Non-Collection of a Child from Tea Time Club

In the event that a child is not collected from the Tea Time Club by the end of the session, the staff should:

- Establish if a message has been left by the parent/carer – this must be done on the mobile number 07345195432 or via a message to Mrs Admin on Class Dojo.
- Try to contact the parent/carer. Appropriate messages must be left asking for them to contact the club immediately.

If the child has not been collected by the end of the Tea Time Club's registered session and contact with the named parent has not been established, the staff must contact other authorised collectors from the 'Collection Permission List'. The staff must inform the Head Teacher or one of the other designated safeguarding leads. After all avenues of contact have been exhausted and the Tea Time Club Supervisor has not received any contact from the parent or authorised collectors, the Head Teacher (or other designated safeguarding leads) will make the decision to contact the Local Authority's First Contact Safeguarding Team. At no time will a staff member be permitted to take a child off the premises unless instructed to do so by either the Local Authority, Head Teacher or a Designated Safeguarding Lead.

Emergency Closure

If Breakfast Club or Tea Time Club are closed at short notice, due to exceptional circumstances i.e. no heating, burst water pipes etc, a full refund or credit will be given for the day(s) the club is closed. We are unable to give refunds if the club is open and the parents make the decision not to send their children. In the rare situation of an emergency closure, the club leaders and/or office staff will contact the parents, therefore please ensure that contact numbers are up to date.

Behaviour and Conduct

The clubs will operate the same behaviour policy as the school and any incidents of inappropriate behaviour will be reported to the Headteacher and the club leader will speak to the parents/carers of the child(ren) involved.

We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe and efficient running of the club, parents will be informed of this by the Club Leader or a member of the School's Senior Leadership Team in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from the club(s) for a period deemed appropriate by the Senior Leadership Team.

We reserve the right to withdraw an offer of a place in the following circumstances:

- Unacceptable behaviour resulting in distress or disruption to adults or children at the provision.
- Unacceptable treatment, by adults towards staff.
- Repeated late collection.
- Failure to pay the additional fees associated with late collection.

First Aid

A First Aider is always available on site. Staff will follow the school procedures and inform the person collecting a child from Tea Time Club if there are any injuries to report.

Illness

Should your child become unwell while attending clubs we will contact you immediately for your child to be collected.

Medicine

Administration of medicines is guided by school policy. Medicine can only be administered, whether it is short or long term, once written consent has been given by a parent/carer. Details must be written up on a medicine form indicating the dosage and time it is to be administered.

Any medication administered by the school during the school day will be passed to the club supervisor to be handed back to the parent/carer. Current Individual Health Care Plan details e.g. for asthma, etc will be shared by the school with the club supervisor with consent of the parent/carer.

Safeguarding

Staff will follow safeguarding procedures and policies as they would during the school day. Should there be a concern deemed as needing urgent attention for the welfare of the child, a Designated Safeguarding Lead (DSL) will be contacted immediately to seek advice. The DSL will take any necessary action.

Fire Procedure

All rooms used for our wrap around services have fire exists. The fire alarm is checked weekly and regular fire drills take place to ensure staff and children are proficient in evacuating the building should an emergency occur.

Security and Confidentiality

We operate a strict security and confidentiality policy. When attending our Tea Time Club staff will answer the mobile and provide access through the gate as quickly as possible but unfortunately there are times when a small wait is unavoidable. All personal details regarding your child will be stored safely available to staff only.

Complaints Procedure

If you have a complaint or grievance during your child's time at our wrap around care services please discuss it with our Club staff who will endeavour to resolve the problem. If after consultation with the staff the problem is not resolved, please arrange to speak to a member of the school leadership team. A full copy of our complaints procedure is available on our school website.