



Bromstone Primary School

Out of School Club Policy

Formulation date: 13th January 2017

Senior Team Responsibility: Heads of School

Approved on: 18th December 2017

Reviewed on: September 2025

Next Review Date: September 2026

Associated Documentation: None

Bromstone Primary School
Out of School Club (Breakfast and Afterschool)

Terms and Conditions

Bromstone Primary School's breakfast and afterschool club will operate in term time only. The school will use its discretion in allowing Reception pupils to attend both breakfast and afterschool clubs on any single day. All parents / carers must read and agree to the following terms and conditions of the Club prior to booking.

1. Before bookings are made you must register your child, even if you only intend to use the club occasionally. Please contact the Office to register your child.
2. **Bookings must be made and paid for in advance.** Bookings can only be made on the day in exceptional circumstances. Bookings made on the day will be charged at a premium rate. Booking can either be made via our on line booking system or via the School Office.
3. **To ensure adequate child / staff ratios our maximum number in breakfast or afterschool club is 40 children.**
4. **In order to avoid disappointment, please book your child's place as soon as possible.** The school WILL NOT go above the maximum number of 40.
5. Children who are ill cannot attend the club and in the event of sickness or diarrhoea must be off for 48 hours after the sickness or diarrhoea has finished. This follows direction from the NHS.
6. If your child is ill whilst at the Club, staff will contact you to collect your child.
7. You must inform us, preferably in writing, if anybody else, other than those listed on the registration sheet, will be collecting your child.
8. Please do not arrive late to collect your child. Children can become distressed if they think they have been forgotten. If lateness is unavoidable then please telephone us, penalty charges will apply.
9. Staff will administer medicine such as those provided for asthma, diabetes etc. Staff will only administer prescription drugs and no child should be in possession of them.
10. Parents should park on the road and use the pedestrian entrance for the School when collecting their child / children from the club, NOT the staff car park, or any other entrance to the school.
11. Parents must inform the Club of any change of address or contact phone numbers. The school will try and make contact on any/all of the available numbers.
12. All children attending breakfast or afterschool club are expected to maintain the School Values and ensure outstanding behaviour is maintained at all times. Any discipline matters will be brought to the attention of the parents by the Club Supervisor. If the problem cannot be resolved then the child may be asked to leave the Club.
13. At Bromstone everyone is expected to maintain the highest standards of personal conduct at all times. Our school values of Co-operation, Honesty, Excellence, Courtesy, Kindness, Equality, and Respect are at the heart of everything we do. Consistently unacceptable behaviour or serious behaviour incidents during the school day may result in children not being able to attend after school club.

Other Information

Breakfast Club is from 8.00am – 8.45am. Breakfast will consist of cereal, toast (with a selection of spreads), fresh fruit and a drink. We will endeavour to cater for all special dietary requirements.

After School Club is from 3.15pm – 5.30pm (4pm on a Friday). Please note that there will be no After School Club at the end of Term 2 (Christmas), Term 4 (Easter) and Term 6 (Summer holiday). We will provide a sandwich tea between 4 and 4.30pm with a drink.

After school club may be suspended during health pandemics and when the school is only open to children of key workers, such as the Covid 19 pandemic in 2020.

There will be activities at the After School Club such as art, craft, board games, sport, play and (weather permitting) outdoor activities. The Club Supervisor and staff will adhere to all the policies provided and any legislation in place such as Safeguarding and Bullying.

Booking forms are available from the office of Bromstone School.

Charges

Breakfast Club - £3.00 per session (8.00am – 8.40am) or part thereof

After School Club - £3.25 per hour (3.00pm – 5.30pm) or £8.50 for the whole session

All charges for the after school club start from 3.15pm. Children who attend an afterschool activity club will be charged from 4.15pm.

All School payments can now be made via [Arbor](#) . Payment online or via Paypoint is the School's preferred method of payment. Cash payments will only be accepted in exceptional circumstances. For information, we do not hold change in School. If you do not have your secure password please inform the School Office.

**Bromstone Primary School
Out of School Club
Agreement of Terms and Conditions**

Name of Child:

School Year:

I confirm that I have read the Terms and Conditions for the Breakfast and After School Club.

I confirm that I will abide by the Terms and Conditions laid down by the Club.

Signed **Date**.....
(Parent / carer)