POLICY DOCUMENT

Breakfast and After School Club (BASC) Policy

Princess May Primary School's arrangements for the Breakfast and After School Club — 2026–2027

Governing Body Representative (GBR)	Kristofer McGhee (Chair of Governors)
Signed by (GBR)	
Date approved	Awaiting
Next review due by	September 2027
Related policies	Behaviour Policy; Late Collection Policy; First Aid Policy; Allergy Policy; Safeguarding and Child Protection Policy

1. Introduction

The Princess May Breakfast and After School Club (BASC) exists to provide high quality out-of-school hours childcare to support parents and carers. The clubs provide a range of stimulating and creative activities in a safe environment.

Breakfast Club operates from 7:45am and After School Club from 3:30pm to 5:45pm, during term time only.

An electronic copy of this policy is provided to all parents attending clubs and is also available on the school website.

All parents/carers must complete a registration form for each child attending BASC and sign an agreement to adhere to the terms of this policy. Any changes to days must be put in writing to admin@princessmay.hackney.sch.uk or for unexpected issues please call the school office on 020 7254 1589.

2. Admissions

- Only children attending Princess May Primary School are eligible to attend BASC
- All places are subject to availability
- The registration process must be completed prior to the child's commencement at the BASC
- Children's attendance is recorded on an electronic register
- Payments for all clubs are due 1 week in advance
- All debt must be cleared before admission to any club

3. Charges

Club	Charge
Breakfast Club (from 7:45am)	£3.50 per session
After School Club (3:30pm to 5:45pm)	£6.00 per session
Child not collected by 3:30pm	£6.00 (full After School Club session charge)
Sibling discount	50% for each club
Both clubs on the same day	20% discount

4. Arrival and departure

Breakfast Club

- Parents must bring their children to the office gate on Princess May Road where they will be signed in by a member of the BASC team. They will be directed to their classrooms once the main school gates open at 8:45am.

After School Club

- When a child is to be collected, the parent or carer, or named collector must ring the After School Club number 07939 925534 to inform a member of staff that they are here to collect and sign out a child from the school.
- Parents and carers must ensure that any person who may collect their child is listed on Arbor, the school's Management Information System, and that this information is kept up to date.

5. Daily routine

Breakfast Club

- Breakfast Club opens at 7:45am. Parents drop children at the gate where they must press the office buzzer for the child to be let in.
- Breakfast is served from 7:45am until 8:30am.
- Children are not permitted to bring in their own food items, unless there are dietary requirements and this has been expressly authorised by the Headteacher.
- At 8:45am pupils are released to their classrooms.

After School Club

- School finishes at 3:25pm. After School Club runs from 3:30pm until 5:45pm.
- Children not collected by 3:30pm will be placed in After School Club and the full After School Club session charge of £6.00 will be added to the parent's Arbor account.
- Any collection after 5:50pm will incur a late collection charge of £10 and then £5 every 15 minutes thereafter.
- Parents are asked to bring a healthy snack for their child to eat during the session. Fruit will be available.

6. Behaviour

The school's Behaviour Policy, available on our website, will be adhered to throughout the Breakfast and After School Club sessions, with appropriate rewards and sanctions.

If a child continues to display poor behaviour choices, the BASC may decide to suspend the child with agreement from the Headteacher. The reasons and processes involved will be clearly explained to the child and their parent or carer and you may receive a follow-up letter regarding this.

Attendance at BASC is consistently reviewed to ensure that it meets the needs of the children. If we believe that attendance at Breakfast Club or After School Club 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. Following this, as a school, we may take the decision to reduce the number of sessions they may attend or even stop them from attending for a period of time.

7. First aid

- All incidents are dealt with by a qualified First Aider.
- All accidents are recorded in our accident reporting portal and relayed to the parent and carer upon collection and by text and/or email.
- Parents of a child who becomes unwell during BASC will be contacted immediately. If a child is sent home during school hours, BASC will be informed of their absence.

8. Payment of fees

- The school operates a zero-debt policy.
- It is a requirement of the BASC that fees are paid promptly a week in advance.
- Booked places are to be paid for even if the child does not attend.
- Two weeks' notice in writing is required for any changes to your child's attendance.
- The parent or carer signing the clubs registration form is known as the 'contracting parent' and is responsible for payment of all fees.
- If a family is experiencing difficulty with payment of fees, they should contact the school office immediately for a confidential meeting, if necessary.

- Payments for BASC are made via Arbor, using the Arbor app or the Arbor parent portal. We do not accept any other forms of payment. Please contact the school office if you do not have access to Arbor.

9. Uncollected children

If a child has not been collected by 5:45pm, parents will be contacted in the first instance by telephone. Then additional contacts that parents have provided will be telephoned. If these contacts are unavailable the school will follow its late procedures which may involve contacting social services and/or the police.

A charge will be levied for late collection. A fee of £10 will be applied from 5:50pm, then £5 thereafter for every 15 minutes. These charges will be added to your Arbor account. Repeated late collections will result in suspension or expulsion from clubs.

10. Contact information for BASC

BASC Manager: Joanna Wysocka (available from 7:45am to 8:45am and from 3:00pm to 6:00pm). Telephone 07939 925534.

Please note that calls to the main school office can only be answered between 8:00am and 4:00pm.