



Romsey Primary School & Nursery Breakfast and After School Clubs Policy

Academic Year 2026/2027

The governing body of the Romsey Primary School & Nursery (RPS) are the appropriate body for the Breakfast Club (BC) and After School Club (ASC). Both the BC & ASC are registered with OfSTED and offer up to a maximum of 20 places for children in our Nursery and Year R on roll at RPS.

All statutory policies that are ratified by the school's governing body also apply to the Breakfast and After School Club. This Policy is available online at [Romsey Primary School and Nursery - Breakfast Club and After School Club](#) or from the school office.

1. Booking Places

All children who attend BC and/or ASC must be registered in advance; this can be done for either a permanent place or an ad hoc place by:

- Receipt of a signed Booking Form from the parent/guardian and countersigned by the School Business Manager confirming the place/places requested.
- An email from the parent/guardian requesting a place and then an email from the School Business Manager confirming the place/places requested.

During the 2026 Summer Term, parents of children currently using the clubs will receive a booking form to request places for academic year 2026/2027. Once the forms are returned the lists will be drawn up. Before the 2026 Summer Term ends, those parents who have returned their booking forms will receive:

- A copy of the signed Booking Form completed and signed by the parents and the School Business Manager.
- A copy of this policy.

2. Charging for Places

All parents/guardians will be charged in arrears by the school for the place/places booked by:

- An invoice issued at the end of each month that has just finished for sessions booked.
- All fees must be then paid within 7 school days after issue.
- Fines will be issued to parents for late payment of invoices and places may be removed until the invoice is paid.
- Childcare vouchers are accepted as payment, please contact the school office for details.
- All sessions booked must be paid for, unless 20 school days' notice is given cancelling the place/places.

3. Opening Times

Breakfast Club	After School Club
07:45 – 08:45 Children will not be admitted into BC until 7:45am.	3:20 – 6:00 Children must be collected no later than 6:00pm otherwise a late collection fine of £10 will be added for each day collected late.

4. Drop-Off and Collection

RPS recognizes that the safe drop-off and collection of the children in our care is paramount. Staff will ensure that an accurate record is kept of all children in the BC & ASC, and that any arrivals or departures are recorded in the register. The register will be kept in an accessible location on the premises at all times.

5. Escorting Children to and from BC & ASC Clubs

Breakfast Club:

- Children are to be dropped off at the courtyard gate by the parent/guardian and then the buzzer pressed so that a member of the BC team can come and pick them up safely.
- Staff will greet the children warmly and, on their arrival, record their attendance in the register.
- At the end of BC, the children will be escorted to their classroom.

After School Club:

- All children are collected and escorted to ASC.
- Children are registered when they arrive at ASC.
- Children are picked up at the courtyard gate by the parent/guardian authorized to collect them (if it is not the usual person, parents must let the school office before we will allow the child to leave). The parent/guardian will then sign the sheet to confirm they have picked up the child.

If a child is booked into the Club and does not arrive, staff will check to see if the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the office who will in turn contact parents. ASC staff will note the time of collection and by whom.

6. Bookings

Our BC and ASC sessions are often oversubscribed, and we ensure that we are correctly staffed to maintain ratios. Therefore, to secure a BC and ASC place, you must book via the office. All booked BC & ASC sessions must be paid for, unless a **minimum of 20 school days' notice** is given to the school.

- If a child is sent home ill from school during the day the parent will still be expected to pay for the place unless the child is admitted to hospital.
- If a child is not attending BC or ASC due to exclusion from the school, the place will still need to be paid for.
- If a child is representing the school at an event (for example, a sports or arts event), the 20 school days' notice period does not apply.
- If a child does not arrive at ASC and there has been no notification from parents, a member of staff will check with staff or telephone the parents/guardians to make sure

they are safe. Failure to locate the child will result in our Missing Child Procedure being implemented.

7. Closure of BC & ASC

The BC & ASC both follow the school's term timetable and is only open when the school is open. School INSET days are published well advance (please see the school website and other communications from the schools for details).

Emergency Closure

RPS will make every effort to keep the club open, but in exceptional circumstances, the club may need to close at short notice. The final decision whether to close the Club is taken by the Headteacher (or the deputy Headteacher). Some examples of exceptional circumstances for emergency closure include:

- Extreme weather conditions.
- Heating system failure.
- Burst water pipes.
- Fire or bomb scare/explosion.
- Serious accident or illness.

In the event of an emergency, our primary concern will be to ensure that both children and staff are kept safe.

If it is necessary to evacuate the Club, the following steps will be taken:

- Appropriate staff will contact the emergency services.
- All children will be escorted from the building to the assembly point using the nearest safe exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- Staff will check the premises and will collect the register (including emergency contact details) providing that this does not put anyone at risk.
- The register will be taken and all children and staff accounted for.
- If any person is missing from the register, the emergency services will be informed immediately.
- Staff will contact parents to collect their children.
- All children will be supervised until they are safely collected.
- If after every attempt, a child's parent/guardian cannot be contacted, the Club will follow its Uncollected Child procedure.
- In these situations, where staff are on site providing care, there will be a full charge to parents.

Bad Weather

In the event of extreme weather conditions, such as snow, heat, wind or flood, where travelling could be hazardous and/or the school is shut, the Club will obviously follow the school's procedures regarding closure. Therefore, if the school is shut because of extreme weather, then club will shut also. In this situation, there will be no charge to parents.

8. Food and Drink

The Club regards snack times as an important part of the session. Eating represents a social time for children and adults and helps children to learn about healthy eating.

Aim

At snack times, we aim for nutritious food to be provided, which meets the children's individual dietary needs. We aim to meet the full requirements of The National Standards for Day Care on Food and Drink (Standard 8).

Methods

- Before a child starts to attend the setting, we find out from parents their children's dietary needs and preferences, including any allergies.
- Parent's record information about each child's dietary needs in her/his registration record and they sign the record to signify that it is correct.
- We regularly consult with parents to ensure that our records of their children's dietary needs including any allergies are up to date.
- We display current information about individual children's dietary needs so that all staff and volunteers are fully informed about them.
- We implement systems to ensure that children receive only food and drink that is consistent with their dietary needs and preferences as well as their parents' wishes.
- We include foods in our activities from different cultural backgrounds, providing children with familiar foods and introducing them to new ones.
- Through discussion with parents and research and training by staff, we obtain information about the dietary rules of the religious groups to which children and their parents belong, and of vegetarians and vegans, and about food allergies. We take account of this information in the provision of food and drinks.
- We require staff to show sensitivity in providing for children's diets and allergies. Staff do not use a child's diet or allergy as a label for the child or make a child feel singled out because of her/his diet or allergy.
- We organise snack times so that they are social occasions.
- We use snack times to help children to develop independence through making choices, serving food and drink and feeding themselves.
- We have fresh drinking water constantly available for the children.
- We work to ensure nutritional standards are met, so that children have a healthy and balanced diet. Being especially mindful of salt and sugar intake.

9. Missing Child Procedure

Our staff are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening staff will carry out periodic head counts, particularly when transporting children between locations (e.g. walking from the school to the Club, or whilst playing outside).

If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing.
- Staff will conduct a thorough search of the premises and surrounding area.
- After 10 minutes the police will be informed. Staff will then contact the child's parents/guardians.
- Staff will continue to search for child whilst waiting for the police and parents to arrive.
- We will maintain as normal a routine as possible for the rest of the children at the Club.
- The ASC Leader will liaise with the police and the child's parent/guardian.
- The incident will be recorded in a Incident Log. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary. If the police or Social Care are involved in the incident, we will also inform Ofsted.

10. Non-Collection of Children

If a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care to cause as little distress as possible. We inform parents/guardians of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Methods

Parents of children starting at the setting are asked to provide specific information which is recorded on our School's Registration Form. The Club follows all the same procedures as the school with regard to contacting parents and collection arrangements. It is the parent's/guardian's responsibility to ensure that the school has the most up-to-date contact details. This includes:

- Home address and telephone number.
- Work telephone number (if applicable).
- Mobile telephone number (if applicable).
- Names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
- Information about any person who does not have legal access to the child.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, information must be given to a member of staff of the authorised person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child.
- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up procedures.

If a child is not collected at the end of the session, we follow the following procedures:

- All staff are questioned to make sure that there are no changes to the normal collection routines.
- If no information is available, parents/guardians are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from school and whose telephone numbers are recorded are contacted.
- All reasonable attempts are made to contact the parents/guardians.
- The child does not leave the premises with anyone other than those named on the school system.
- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for non-collection of children.
- We contact our local authority social services department.
- The child stays at the setting in the care of staff until the child is safely collected either by the parents or by a social worker.
- Social services will aim to find the parent or relative if they are unable to do so, the child will be admitted into the care of the local authority.
- Under no circumstances are staff to go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded.

Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff (including site staff). Incidents of late collection will be recorded by the ASC Leader and discussed with parents/guardians at the earliest opportunity. Parents/guardians will be informed that late collection may result in a fine of £10.00 plus £1.00 every additional minute after the settings closing time. Continuous lateness could result in the loss of their child's place at the Club.

11. Payments

Payment for sessions for permanent bookers will be invoiced at the end of each month and must be paid within 7 school days of the invoice issue. Payment can be made by cash, cheque (made payable to Romsey Primary School), voucher schemes or via our online payment system. All fees can be handed to the school office; a receipt will be issued to you when fees are received.

RPS is currently registered with a number of "Childcare Voucher Payment Schemes" please speak to the school office regarding these. If your employer does offer any such scheme please speak to the office and further details can be given.

12. Nonpayment of Fees

If a parent is late paying full fees, a late payment surcharge of £15 may be added to the next invoice. The school will speak to the parents and remind them that fees are overdue. If the debt is still outstanding after two weeks a final demand invoice will be given and the child/children will no longer be able to attend the club until the debt is cleared.

Should parents/guardians have difficulty paying their fees they should speak to the Headteacher so that they can try and make some arrangements to prevent debt from reoccurring. All decisions to defer payments must be approved by the Headteacher.

If a cheque bounces an additional cost of £10.00 will be charged on top of what is already owed.

Fees

The fees for financial year 2026/2027 are as follows:

	Breakfast Club	After School Club
Nursery to Year 6	£7.00 per session	£14.00 per session

Fees are reviewed on an annual basis and will take effect from 1st April each year.

13. Permanent Closure of BC & ASC

The decision to permanently close the BC & ASC will be made by the Governing Body after careful consideration. If this decision is made, parents of children who currently use the clubs will be given a minimum of one school term's notice.