



Introduction

Archbishop Runcie First School runs its own Breakfast Club and After School Club to provide high quality out-of-school hour's childcare for our parents. They provide a range of stimulating and creative activities in a safe environment.

The clubs operate term time only from 7.45am – 8.50am (Breakfast Club) Monday – Friday and 3.20pm – 5.30pm (After School Club) Monday – Friday.

Admissions

- Breakfast & After School Club are open to pupils attending Archbishop Runcie First School
- Emergency contact, medical and dietary details used will be those already supplied to the school.
- We will make all reasonable adjustments and consider all options available to us when considering if a child can attend our wrap around care. All children will be considered on an individual basis. The definition of what is 'reasonable' will be based on the following criteria: (The following criteria applies to children wanting to attend wrap around care for the first time as well as children who already attend wrap around care)
 - Needs of the child (assessment by staff in school, SEND/ health documentation)
 - Safeguarding – the needs of the child, the other children attending wrap around care, and the staff
 - Experience and training of the staff (If an additional member of staff needs to be employed to support a child on a 1:1 or 1:2 basis, parents/carers will be asked for a monetary contribution towards this.
 - Limitations of the facility – number of attendees and staff and the suitable spaces available
 - Ratio of staff to children

Decisions will be made by the Headteacher in consultation with the Deputy Head, Wrap Around Leader, SENCO and School Business Manager. If any parent/carer challenges the decision of the Headteacher this will be reviewed by an independent committee of governors. Decisions made by the Headteacher and/or governors will be reviewed at least termly.

Bookings and Payment of Fees

In line with Government guidance places will be capped at 28 per session. Bookings are made in advance via Childcare Bookings for Schools, block bookings are required and will need to be made monthly in advance. Full payment is required at time of booking, refunds will only be made if Archbishop Runcie First School cancel a session for any reason. Emergency bookings on the day will not be accepted due to the limitations of staffing/ratios. This is necessary to ensure we are able to organize staff to support the statutory pupil/adult ratios (8:1).

Children who arrive for a session and are not enrolled will be refused for safeguarding and Health and Safety reasons.

Fees should be paid IN ADVANCE via Childcare Bookings for Schools using a debit card or childcare vouchers. Pupils in receipt of Free School Meals are allocated a place at Breakfast Club Free of Charge, but will still need to book in advance in the usual way.

Confirmation is required at time of booking that this policy has been read and the terms therein have been accepted.

Childcare Bookings for Schools

Contact:

<https://archbishop-runcie.cbfs.uk/>

archbishopruncie@childcarebookingsforschools.co.uk

Phone: 01444 523335

Cancellations

Refunds will only be given for sessions cancelled by Archbishop Runcie First School. In order to ensure a safe and secure environment for the children, we need to resource the extended schools provision with our staff on a regular basis, therefore we regret that we are unable to offer refunds where a parent cancels a session.

Arrival and Departure

Breakfast Club

- Arrival - Children enter the club via the main entrance and parents/carers sign them in using the electronic entry system.
- Departure - children are taken to their classes by Breakfast Club staff at the start of school.

After School Club

- Arrival – Children will proceed to the school hall and club staff will mark children as present against the register.
- Departure - Children are collected from the main entrance. The named parent/carer presses the buzzer at the front door and remains within the school foyer. A member of staff will answer and sign the child out, with the time recorded. Parents/carers must ensure that any person who may collect their child is communicated in advance to the school office.

Daily Routine

Breakfast Club

- 7.45am – breakfast club opens, children arrive at where a range of activities are set out. Children are registered on arrival. Breakfast is available (cereal, fruit and toast).
- 8.15am – breakfast service stops. Any children who have not arrived at this point will not be able to access breakfast.
- 8.30am - tidy up time encouraging the children to take responsibility for the hall and school environment.
- 8.50am children collect their coats and bags and go to class.

After School Club

- 3.15pm – children proceed to club in the hall, are registered on arrival and offered a snack and drink. Children can choose from a range of play and planned activities, both indoors and outdoors (weather permitting).
- 5.30pm children are collected/session closes.

Behaviour at Extended Schools provision

Archbishop Runcie First School Behaviour Policy applies fully to pupils at extended schools provision. If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club reserves the right to refuse provision for the pupil to attend. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

Archbishop Runcie First School First Aid Policy applies fully at extended schools provision. Parents of any child who become unwell during session will be contacted immediately. If a child is sent home during school hours, the Extended Schools staff will be informed of their absence.

Uncollected children – After School

If a parent is unable to collect their child after school, or will be late, they should inform the school office as soon as possible, with details of the alternative contact who will be collecting their child.

If a child is not collected by 3.20pm, then they will be taken to After School Club and invoice raised and sent to the parents/carers for payment of the full session. Persistent late collection may be a Safeguarding concern and will be dealt with in line with the school's Safeguarding policies.

Uncollected children – After School Club

If a child has not been collected by the end of the extended school session (5.15pm or 5.30pm dependent on session booked) parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour/at the discretion of SLT, the police and Social Services will be informed. Late fee charges will be levied as set out in Appendix A.

Payment for this charge will be due before the end of the following week.

The school reserves the right to consider withdrawal of places for persistent offenders.

Appendix A – fees charged

Academic Year – 2025-26

Breakfast Club	7:45am – start of school day <i>(arrive by 8.15am for breakfast)</i>	£6.00
After School Club	End of school day – 4:15pm	£6.00
	End of school day – 5.30pm <i>(to include a light snack)</i>	£12.50

Late fees:

- up to 15 minutes late - £25
- 15-30 minutes late - £50
- over 30 minutes late - £100

Appendix B - ratios

Taken from:

<https://www.outofschoolalliance.co.uk/staffing#:~:text=We%20recommend%20that%20out%20of,over%20the%20age%20of%20eight.>

For out of school clubs in which the youngest children are of **reception age or older**, the *statutory* minimum staffing ratio was reduced to 1:30 for children up to the age of eight in September 2014. Although this is the absolute minimum legal ratio, very few clubs will be able to operate safely at this level, and specialist childcare insurers are unlikely to provide cover. Ofsted will still expect you to operate using safe staffing levels and to meet all the other requirements regarding care for the children as set out in the *Statutory Framework for the Early Years Foundation Stage*, but it is now down to you as the provider to decide what the appropriate staffing levels are:

- We recommend that out of school clubs continue to operate at a ratio of around 1:8 for children up to the age of eight.
- We recommend a ratio of around 1:10 for children over the age of eight.

For out of school clubs in which the youngest children are **younger than reception age**, the standard Early Years statutory staffing ratios apply for these children. (This is usually 1:8 for a typical club, but can be 1:13 if you have highly qualified staff, or even 1:4 if you take two year olds.) The statutory staff to child ratios are specified in:

- For children in reception, or younger:
[EYFS Statutory Framework \(2021\)](#) (para 3.41 if reception age or older; para 3.35 if younger than reception age; para 3.33 for two year olds)
- For children from Year 1 upwards:
[Early Years and Childcare Registration Handbook](#) (*Annex C: Registration requirements for the Childcare Register*, para CR1.7 - CR1.8)

Appendix C – How To Book

HOW TO BOOK WRAP AROUND CARE USING PARENT MAIL

Bookings and payments

We use an external provider to manage our bookings – Childcare Bookings for Schools. They provide an online booking system for our wraparound care and manage all of the associated admin.

You can access our online booking system by clicking here: <https://archbishop-runcie.cbfs.uk/>

Please note: Before making your first booking, you will firstly need to register an account. This process should take no longer than 5 minutes and requires that you provide details for:

- The account holder (you) and your child(ren)
- Two different emergency contacts
- A payment card (no payment will be taken, but a card will be required to make bookings)

Once you have registered an account, you will be able to start making bookings. To do so, simply click here to log in to your online booking account <https://archbishop-runcie.cbfs.uk/> and use the 'Bookings' dropdown menu at the top of the webpage to begin requesting your sessions.

The payment methods available are Card, Tax-Free Childcare or Childcare Vouchers.

If you have any issues, or require support with booking, please contact CBfS directly via:

- Email: archbishopruncie@childcarebookingsforschools.co.uk
- Phone: 01444 523335

Breakfast Club

- £5.00 per child
- From 7.45am each day
- Breakfast included - please arrive by 8.15am if you would like breakfast
- Free places available for Pupil Premium children

Afterschool Club

- £10.00 per child to include after school snack
- Until 5.15pm each day
- Late session is until 5.30pm, Monday-Thurs and is an additional £2.50. Late sessions must be booked in advance.
- Late fees apply: up to 15 minutes late - £25, 15-30 minutes late - £50, Over 30 minutes late - £100

Booking Terms & Conditions

You will be charged for allocated places regardless of whether your child attends or not (e.g. absence due to illness). This is due to staffing and overtime arrangements.

- **You must pay for your places monthly in advance via ParentMail.**
- If you change your mind about your child(ren)'s place(s), we will require one months notice.

- Any arrears on payments will be referred to the Local Authority Debt Management Service and your child will no longer be eligible for a place.
- Free Pupil Premium places are only available for Breakfast Club, not After-School Club. Children eligible for Pupil Premium who have been allocated after-school club places will be charged as above.

Please note the following late fees as set out in our attendance policy which will also apply for after-school club. This is because of staffing and overtime incurred:

Up to 15 minutes late: £25

Between 15 and 30 minutes late: £50

Over 30 minutes late: £100

Wrap Around Mobile: 07340 117 366