



Eastfield Primary School Wrap Around Childcare Provision Policy

(Breakfast Club and After School Childcare)

1. Introduction

At Eastfield Primary School, we are committed to providing high-quality wrap-around childcare that supports the needs of working and studying families. Our provision includes both **Breakfast Club** and **Tea Time Club**, offering a safe, welcoming and enriching environment where children can engage in stimulating activities, enjoy nutritious food and develop social and emotional skills outside of regular school hours.

2. Operational Hours (term time only)

Provision	Days	Times
Breakfast club	Monday – Friday	8:00am – 8:40am
After School Childcare	Monday – Friday	3:20pm – 5:30pm
After School Sessions Available:		
Session 1	Monday – Friday	3:20pm – 4:30pm
Session 2	Monday – Friday	3:20pm – 5:30pm

3. Registration and attendance

Parents/Carers must register their child before attending either provision by emailing breakfastclub@eastfieldpri.co.uk. A confirmation email will include a contract agreement and a registration form.

Children cannot attend without receiving a confirmation email from the Wrap Around Care Manager. Attendance is recorded daily on SIMS for safeguarding purposes.

4. Booking sessions

All parents/carers are required to access their **School Gateway** account to book on for either Breakfast club and/or Tea Time Club sessions for their child(ren).

- All sessions must be **booked in advance** via School Gateway before a child will be permitted to attend.
- A **step-by-step booking guide** is available to support parents/carers with the booking process. (**Appendix 1 on page 5-6.**)
- **Same day bookings** must be completed by **8:00am for Breakfast Club** and **3:15pm for Team Time Club**. Bookings made after this time cannot be guaranteed.

- Children will **not be admitted to Breakfast Club and/or Tea Time Club** unless their place has been successfully booked and payment has been received in advance.

It is the responsibility of parents/carers to ensure that all bookings and payments are completed accurately and within the specified timeframes.

5. Payments and fees:

Breakfast Club:

All Breakfast Club sessions must be **booked and paid for in advance** before your child attends. Payments should be made via the **School Gateway** app.

Parents/carers may **book and pay for multiple sessions in advance** using the School Gateway app.

After School Childcare Joining Fee (Tea Time Club only):

A **non-refundable joining fee of £5** is required once a place has been confirmed. This fee secures your child's place within the After School Childcare provision.

Payment must be made via **SchoolComms** under "*After School Childcare Joining Fee*".

Tea Time Club:

All Tea Time Club sessions must be **booked and paid for in advance** via **School Gateway** before your child is able to attend.

Parents/carers may **book and pay for multiple sessions in advance** using the School Gateway app.

Session fees:

Provision	Session	Cost
Breakfast Club	Weekly (Mon-Fri)	£10
	Ad Hoc (per day)	£3
After School Childcare	3:20pm – 4:30pm (Session 1)	£5
	3:20pm – 5:30pm (Session 2)	£8

Important: All fees must be paid in advance through School Gateway. Attendance is not permitted without prior payment.

6. Meals and Dietary Requirements

- Breakfast Club offers** toast, crumpets, pancakes, cereals (Cornflakes, Rice Krispies), yoghurt, fruit juice (orange, apple, tropical) and tea.
- After School Childcare:**

Session 1: Fruit and water

Session 2: Grab bag with a sandwich (cheese, turkey or tuna), fruit, dessert and water.

Please notify the office staff of any diagnosed **allergies or dietary requirements** on the registration form. We will accommodate these to the best of our ability. *Food preferences cannot be catered for.*

7. Late collection (After School Childcare)

A late collection fee of **£5 per 5 minutes** will be charged if a child is not collected promptly at the end of their session. Repeated late collection may result in loss of the childcare place.

8. Non-Payment and Arrears

In the event of unpaid fees for either provision:

- A reminder email and overdue invoice will be issued.
- If not paid within 5 working days, a **£5 late fee** will be added.
- Continued non-payment after 5 further days may result in your child's place being **terminated** from the provision.

9. Persistent Late Collection of Pupils

The school reserves the right to charge parents/Carers for consistently late collection of pupils. Any pupils not collected by 3:30pm on a regular basis will be sent to the school's wraparound care provision. Parents/Carers will be charged a £5.00 registration fee, plus a wraparound care fee of £5 for session 1 (up to 4:30pm collection) or £8 for session 2 (up to 5:30pm collection).

10. Behaviour Expectations

All pupils are expected to follow the school's behaviour policy – **Ready, Respectful and Safe** while attending either provision. Behaviour incidents will be logged via Class Charts and addressed in line with the school's Positive Behaviour for Learning policy.

11. Supervision and safety

All sessions are supervised by trained staff, including:

- **A Paediatric First Aider**
- **An Emergency First Aider**

Children are always under the supervision of the level 3 qualified staff or Wrap Around Support Staff. Safety and well-being are paramount.

Anytime children are eating at Wrap Around Care a member of staff who holds a valid Paediatric First Aid (PFA) certificate will be present. Supervising staff will closely observe and listen to Foundation Stage children while they are eating and drinking. They should be facing them for a faster response in case of choking or an allergic reaction. This allows them to watch that they are eating and

drinking the right thing. Staff should be aware of all the children who have a dietary requirement.

12. Safeguarding

Eastfield Primary School is fully committed to safeguarding and promoting the welfare of all children in our care. Designated and Deputy Designated Safeguarding Leads are on-site during wrap-around care.

All concerns are recorded using **My Concern** in line with the school's Safeguarding Policy. We encourage children to talk to us about anything that may be worrying them.

For full details, please refer to our **Safeguarding Policy** on the school website.

13. Communication

- Email: All communication, including registration, updates and feedback, should be sent to breakfastclub@eastfieldpri.co.uk
- Phone/text: The Wrap Around Care Manager can be contacted by phone once registration is confirmed. Calls can be made during:
 - 8:00am – 8:30am
 - 3:30pm – 5:30pm

Include your child's name and details in text message.

Please notify the Manager promptly if your child is unable to attend. *Failure to inform the Wrap Around Care Manager will result in a charge for missed session.*

14. Feedback

We welcome suggestions and feedback from parents, carers and pupils. These can be submitted via email to breakfastclub@eastfieldpri.co.uk.

15. Policy Review

This policy is reviewed on an annual basis to ensure it continues to meet the evolving needs of our school community and reflects current best practice.

The next scheduled review will take place in **July 2027**, with any necessary updates implemented in **September 2026**.

Signed:

Miss Tour

Wrap Around Care Manager

Date: 09/06/2026

Appendix 1: Online Booking Guide (School Gateway App)

This guide explains how to book Breakfast Club and/or Tea Time Club sessions using the School Gateway app.

Access and select the club

- Open the School Gateway app
- Tap Clubs from the main menu
- Select either Breakfast Club and/or Tea Time Club 2025/26
- Tap Make a Booking
- Choose your preferred session (e.g. Breakfast Club - per daily session £3 or per week £10 and for Tea Time Club - Session 1 or Session 2)

Select dates and confirm

- Select one or more dates by tapping the circle next to each date
- Tap BOOK
- Review the booking summary, including:
 - Number of sessions
 - Total cost
- Tap PAY NOW

Review and checkout

- Check the payment details carefully
- Turn the Consent toggle ON
- Tap ADD TO BASKET
- Review your basket and tap CHECKOUT

Payment and confirmation

- Choose a payment method:
 - One-click payment (optional), or
 - Pay by card
- Follow on-screen instructions to complete payment

✓ Once payment is successful, the booking is confirmed

✓ Bookings can be viewed under:

Clubs → Breakfast Club 2025/26 (NEW) → Manage Bookings

Clubs → Tea Time Club 2025/26 → Manage Bookings

Important Information for Parents/Carers

- Sessions are not confirmed until payment is completed
- Always check Manage Bookings to confirm bookings

- Keep payment confirmation for your records



Booking Deadlines

- Same-day booking cut-off for Breakfast Club is 8:00am and Tea Time Club is 3:15pm
- Bookings after this time will not be accepted



Collection Arrangements

- If no booking is made:
 - Children must wait at the gate at 8:40am (normal start time)
 - Children must be collected at 3:20pm (normal home time)
- Children cannot attend either Breakfast Club and/or Tea Time Club without advance booking.