

# Breakfast and After School Club (Brambles)

## Policy & Parent Agreement



### Contact details:

- **Breakfast Club & General Wraparound Care (Brambles) queries: [info@woodleatlt.co.uk](mailto:info@woodleatlt.co.uk) Tel: 01883 652358**
- **Out of school hours contact Brambles directly on 07825 798796.**

Reviewed and updated	Autumn 1 2025
Approved by Full Governing Body:	Autumn 2025
To be reviewed	Autumn 2026
Status & Review Cycle	Annually

## **OUR PROMISE**

We will:

- **Welcome parents/carers to discuss our out of school provision**
- **Ask permission for special events**
- **Keep parents/carers informed of any changes to procedures or any special planned activities such as cooking, animal visits etc.**
- **Be consistent and reliable to enable families to plan ahead with confidence and peace of mind**
- **Share and discuss children's achievements, experiences and behaviour**
- **Listen to your views and concerns**

## **OUR EXPECTATIONS**

We provide a dedicated and well-resourced environment for our wrap-around care. We aim to encourage a friendly, caring atmosphere with a high level of cooperation, so that everyone has an opportunity to enjoy school life.

**All participating children will be expected to:**

- **Listen carefully to and follow all instructions given by school staff;**
- **Treat others, their learning and the school environment and equipment with respect;**
- **Be kind, honest and polite.**

Where we have concerns about behaviour, we will always apply our school behaviour policy and procedures, including discussing concerns with parents/carers to find solutions. However, the school reserves the right to refuse children's attendance at clubs where their behaviour is likely to affect the running of the clubs and where behaviour in school is a significant cause for concern.

## **EQUAL OPPORTUNITIES**

Woodlea is an inclusive school where we focus on the well-being and progress of every child and where all members of our community are valued equally. Equality of opportunity is a fundamental right for all members of the school community. This will be achieved by promoting positive self-image, self-esteem and anti-discriminatory practices and by respecting each other's diversity, languages, beliefs and cultures.

- **We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and are able to participate fully in school life.**
- **We will tackle discrimination by the positive promotion of equality, challenging bullying and stereotyping and creating an environment which champions respect for all.**
- **We believe that diversity is a strength, which should be respected and celebrated by all those who participate in our wraparound care provision.**

## **CHILDREN**

Breakfast and After School clubs are available for all children attending Woodlea Primary School from Reception upwards subject to the maximum capacity of the provision.

## CLUB HOURS

The **Breakfast and After School clubs** are available **Monday to Friday** throughout the school term, excluding: bank holidays, INSET days and any unexpected school closures (e.g. in the event of adverse weather conditions).

**Breakfast Club**

**7:15 am until school start time**

**After School Club**

**From the end of school until 6:00 pm**

Children in Reception, Year 1 and Year 2 are collected from their class by a member of Brambles staff and the end of the school day. Children in Key Stage 2 are met in the playground by a member of Brambles staff and taken to the club.

If a child is attending a school club after school and booked into Brambles after this, they will be accompanied to Brambles by the member of staff who is running the club.

Pick up and drop off is from Brambles door. You may drop-off/collect at anytime during the session, but please note that you will be charged for the appropriate session.

If someone collecting your child is not on our list of 'collectors', we will require a password. If the collecting adult does not know the password, we will need to call you directly to approve this. We cannot accept the collecting adult's phone call (we need to know that we are speaking to the authorised person). Please note late pickup on a regular basis will incur a late pickup charge.

## BOOKING & FEES

The school is committed to providing affordable childcare and activities. We endeavour to keep our fees at a competitive level to provide and maintain a high quality service.

To access the club, please logon to your Arbor account either via the website <https://woodlea.uk.arbor.sc/> or via the Arbor mobile app.

Any new parents will receive a separate email with details of how to access the Arbor system. All regular sessions will need to be booked online by yourself.

If you have to cancel a session, be aware you might be charged for this session if notice is less than 24 hours or we have had to turn other families away because the session was fully booked.

Fees can be paid using the school's online payment system - Arbor, or through an approved childcare voucher scheme, or tax-free government scheme. If you are paying by vouchers please contact the office so that you can be added on Arbor as paying by vouchers.

You may use childcare vouchers to pay for the Breakfast and After School clubs. **The school's DFE number, which will be needed if you are using childcare vouchers for payment, is 9365219 and our Ofsted Registration is 08248059**

## Wraparound Care Fees

Session	Timings	Cost
Breakfast Club	7:15-8:45	£6.50
Full After School Club	3:15pm-6:00pm	£12:50
Early After School Club only	3:15pm-4:30pm	£9:00
Late After School Club only	4:15pm-6:00pm	£9:00

We ask that parents make payments on time. Continual late payments could result in the termination of the contract and your child/ren not being able to use the facilities until the payments are resolved.

A late collection charge of £10 for every 10 minutes (or part thereof) will be applied for children who are not collected by their specified collection time from the After School club (i.e. 4:30pm or 6:00pm). The late fee will be charged to your child's payment account. The school reserves the right to withdraw a child's place in the event of continual late collection.

We regret that we cannot refund for a missed session where the parent/carer has not cancelled the session in advance as running costs are still incurred. If your child is sick **you** will need to cancel the session.

**Fees will be reviewed annually by the Governing Body and the Headship Team in March and parents will be informed at least a month in advance of any changes.**

## STAFF

All staff working for the Breakfast and After School clubs are employees of the school who will support children during their time at the provisions. All staff members have experience of working with children. The team participate in ongoing training to ensure that best practices are implemented at all times.

## CONTACTS

For general enquiries about Brambles please contact the School Office [info@woodleatlt.co.uk](mailto:info@woodleatlt.co.uk) /01883652358  
When the school office is closed, you will need to call Brambles Directly on **07825 798796**.

## POLICIES

All relevant school policies apply to the Breakfast and After School Clubs. These include policies relating to the health and well-being of children (e.g. KCSIE, Children Protection Policy, Behaviour Policy, Data Protection, Complaints and Health and Safety, etc.) The school's policies are available on our school website or on request. Breakfast and After School Clubs will follow the school's child protection procedures. Please note that staff are legally obliged to report any concerns to the relevant authorities.

## FACILITIES

Breakfast and After School Clubs will usually be hosted in Brambles. The children will also be able to access other areas of the school, depending on availability, for specific activities. Those attending Breakfast and After School Clubs will have supervised access to the playground, and woods for organised outdoor play. On occasions it may be necessary to host the service in a different room in the building, but this will not affect the service children and families receive, nor the routines for collection and drop-off.

## **INSURANCE**

The school's insurance covers our responsibilities to the children and staff. The Breakfast and After School team have a duty of care to the children, which means that staff will provide the level of care of a 'responsible parent' which is the same category as for schools.

## **SUPPORTING CHILDREN WITH SEN & MEDICAL NEEDS**

The Breakfast and After School Club staff will liaise fully with the school and parents/carers on meeting the special needs of children, and staff will be happy to discuss any issues regarding the needs of the children.

## **ACCIDENTS & INCIDENTS**

In line with the school's procedures, any accidents or incidents involving your child will be recorded in the appropriate register and you will be notified of the accident/incident by a member of staff. There are qualified first aiders, including a qualified paediatric first aider, in the Breakfast and After School Club team.

## **PUPIL SICKNESS AND MEDICINES**

In order to reduce the spread of illness and infection, we request that you do not bring your child to either the Breakfast or After School provision if they are unwell.

Please adhere to the school's 48 hour rule for vomiting and diarrhoea; children cannot return to school until 48 hours after the last bout of illness. Should your child become unwell whilst attending the Breakfast or After School Club, then a member of staff will contact you. You will only be requested to collect your child if deemed necessary.

Medication can only be given in line with the school's Medical Needs and Administration of Medicine School Policy. We are legally required to have written permission before medication can be given. A medicine administration form must be filled in via the office which will then be passed to Brambles at the end of the day. Medication must be prescribed and required to be administered four times a day and be in date. Any pre-existing medical conditions will be dealt with in line with school policy.

Please inform the school office of any long-term medical condition that requires administration of prescribed medicines. A health care plan will be required and copies will be given to Brambles. If your child's condition requires specialist technical/medical knowledge, please contact the school office to discuss your child's needs.

## **REGISTRATION AND ALLOCATION OF PLACES**

To enable your child to attend Breakfast and/or After School club, parents/carers must have read this handbook and agreed to the terms and conditions by giving consent via the 'Wraparound Care' consent item on Arbor. This can be found on the Arbor Parent App under 'Consents' > 'Wraparound Care'.

## **ABSENCE**

Parents must inform the school of their child's absence from the After School Club [info@woodleatlt.co.uk](mailto:info@woodleatlt.co.uk) email address.

## **FOOD AND NUTRITION**

Parents and children are encouraged to let us know their food preferences and dislikes so that we can endeavour to meet these, wherever possible. The cost of breakfast (before school) and the light supper (After School Club session until 6pm) is included in our fees. **Please the office inform the office if your child has any special dietary requirements or allergies, and a special diets form will need to be completed. Please also ensure this is updated on your child's Arbor record.**

Breakfast is served from 7:30am until 8:30 am and all children should arrive at Breakfast Club in time for this if they wish to eat breakfast. Children will be given a choice of foods from the breakfast menu including: toast with various spreads and a range of healthy cereals. We expect that all children attending will need a breakfast provided by the club. If your child does not need the breakfast, please let the staff know when dropping off.

A light supper will be served at After School Club, for those children staying until 6pm. This is not intended as a full evening meal, but sustenance to keep the children going between the end of the school day and an evening meal at home. Supper is served between 4:00pm and 4:45pm. We make the meal time sociable, and all sit together.

Children should **not** bring their own food to Breakfast or After School Club. A selection of fruit and veg is available for children to eat during After School Club, regardless of their collection time.

## **ACCESS**

Access to both the Breakfast and After School Club will be via the Brambles entrance.

For Breakfast Club, Parents/Carers must escort their child to the Brambles entrance, and ensure they are greeted by a member of the Breakfast Club team who will sign them into the club's register.

For After School Club, please collect your child from the Brambles entrance (or playground gates if the children are outside) and ensure that a member of the After School Club team signs them out from the club's register. Parents/Carers will be asked to wait at the collection point by the door while a member of staff supports their child to gather their belongings. We will only hand over pupils to named adults or older siblings provided they are 14 years old or above (however, if the professional judgement of the adult at school deems the older sibling not to be suitable, they will not hand the child over).

For After School Club, all children must be collected by 6:00pm at the very latest and children are not permitted to leave on their own. Collection times will be recorded and late collection fee will be charged where applicable. We ask that you contact Brambles if you are running late.

In the interests of pupil safety and due to limited space in the school car parks, we would like to remind families using our Breakfast and After School Clubs that they should not be using the school car park when dropping off and picking up. We would, therefore, ask that, if dropping off or collecting by car, you please park safely on the roads outside the school. Please be considerate of other road users and our neighbours when doing so.

## **DROP-OFF TO AND COLLECTION FROM CLASS**

**Breakfast Club:** Children should be dropped off by a parent/carer to the door of Brambles. Children should not walk through the carpark unsupervised. Brambles staff will take the children to the classes at 8:45am (start of the school day)

**After School Club:** Children in Reception, Year 1 and Year 2 are collected from their class by a member of Brambles staff and the end of the school day. Children in Key Stage 2 are met in the playground by a member of Brambles staff and taken to the club.

## **DROP OFF AND COLLECTION FROM A CLUB**

If a child is attending a school club after school and booked into Brambles after this, they will be accompanied to Brambles by the member of staff who is running the club.

## **TEACHER RUN OR EXTERNAL CLUBS:**

Please note that there will be no reduction to the Breakfast or After School Club fee if your child also attends an enrichment club, or Netball/Football training during their Breakfast or After School Club session. Please ensure you select the 4.15pm - 6pm session if you wish your child to go after the teacher run or external club.

Children may be allowed to leave Breakfast or After School Club to attend specific activities that are either

run by Woodlea staff or external clubs (e.g. 'Times table club, or Lexia', ) or by an external provider (e.g. the Basketball, Taekwondo, etc.).

## **ACTIVITIES**

There will be a range of activities available for the children attending the clubs, including: construction toys; art and craft; small world and role-play activities; board games and reading.

Weather (and daylight) permitting, the outdoor area will be used to offer a range of activities including skipping and ball games. These will be supervised by an adult at all times. Other areas of the school (e.g. the ICT suite, Hall, Playground, etc.) may be used depending on availability and logistics.

## **PARTNERSHIP WITH PARENTS/CARERS & CHILDREN**

The school welcomes your feedback and comments on all aspects of the school, including our Breakfast and After School provision. This can be done either by talking to the club staff or putting your comments in writing (via email or letter). Children are also encouraged to share their ideas and make suggestions on improving the clubs and will be consulted on their preferences to further develop our provision.

## **CONCERNS OR COMPLAINTS**

All concerns and complaints are taken seriously. We prefer you to discuss any complaint or concern (however small) with us, rather than anyone else. As a first point of contact, please talk to one of the Breakfast or After School Club team members. If you need to take any matters further, please refer them to the Office Manager. If your complaint remains unresolved, please see Tandridge Learning Trust's Complaints Policy for the complaints process thereafter. A copy of the school's complaints procedure can be found on the school website or requested from the School Office.

## TERMS & CONDITIONS

These terms and conditions relate to the agreement which will be taken out between Woodlea Primary School and the parent/carer.

### 1. School Responsibilities

- We will work within all school policies.
- We aim to provide a sensitive, secure and welcoming environment for children of Woodlea Primary School before and after the end of the school day.
- We will provide healthy, nutritious food. We will supervise and play with the children to support their learning and all-round development.

### 2. Pupil Responsibilities

- Children will be expected to behave within the school Behaviour Policy and Woodlea's Home School Agreement.

### 3. Parent/Carer Responsibilities

- I/We will ensure that I/we communicate clearly with staff, keeping them informed of any changes in arrangements.
- I/We understand that fees are payable in advance. Unless you are signed up via Childcare vouchers.
- I/We understand that meals will be served at specified times and if my child arrives later or is collected earlier than the specified times, then a meal may not be provided.
- I/We will help your child to work within the school's Behaviour Policy.
- I/We understand that this is an additional out-of-hours facility and if we do **not** pay in advance or keep our child's account in credit, or our child's behaviour is not manageable by staff, then our child's place will be withdrawn.
- I/We understand that in the event that school stops services due to non-payment; the school will withdraw my child's place at this facility.
- I/We understand that if a child's account goes into arrears, the school reserves the right to stop use of all chargeable services used by my family (i.e. lunches/clubs/extended services/trips) until the family accounts are brought into credit.
- I/We will ensure that our child/ren will be collected on time and that the child's(ren's) place at Brambles could be terminated if regular late collection is occurring.

### 4. Cancellation / Termination

- After a place has been booked, if you do not cancel before the 24 hour period you will be charged.
- If the school believes that the continued presence of a child is detrimental to the health, safety or well-being of the child or other children or the staff employed, then the school may request for the child to be immediately removed from the Before or After School club.

### 5. Payment of Fees

- Payment of the session's fees must be made to the school **in advance**, unless you are paying by Childcare vouchers.
- Payments can be made online using Arbor, or via childcare vouchers, or the HMRC's Tax- Free Childcare scheme.
- The school reserves the right to increase the fees at any time upon giving one calendar month's written notice of the proposed increase to the parent.
- It must be noted that the child's place at either the Before or After School club must still be paid for in the event of planned absence due leave, appointments etc. The parent is, therefore, obliged to make full payment. In the event of payment not being made the school reserves the right to terminate its agreement with the parent.
- The extended services will not run on Bank holidays, INSET days or during any unforeseen reason

for school closure (e.g. adverse weather conditions) and such occurrences will not be charged for.

## **6. Collection of Children from the After School Club**

- Parents/carers are expected to make arrangements for their child to be collected from the after school club by a responsible person **by their chosen collection time (4:30 pm or 6:00pm)**.
- Children will not be permitted to leave the club unaccompanied or with an adult who is not known to the club staff, or is not set up as an authorised contact on Arbor. If the named person cannot collect your child from the After School Club then please inform the After School Club manager, as soon as possible by phoning **07825 798796** during the relevant Brambles session. **It is important that staff are made aware of any changes in advance.**
- It is very important that you contact us if you are running late to collect your child. Please note that charges for late collection will apply after 4:30pm or 6:00pm (depending on the collection time specified in your contract). In all cases, your child will not be able to leave with an unknown adult. Authorisation will be sought, so please ensure that your contact telephone numbers are up to date on Arbor at all times.
- Collection times will be recorded. Late collection fees will be applied. Repeated patterns of lateness could result in you child's place at Brambles being terminated.

**Should you have any further questions please ask at the school office.**

**The information contained in this handbook is correct at the time of publication (November 2025) and may be subject to change.**