



Breakfast Club and After School Club Policy

Reviewed	September 2026
Next review	September 2027
Review cycle	Annual

1. Purpose and status

Norbury Manor Primary School provides school-operated wraparound childcare before and after the school day for pupils in Reception to Year 6. The provision is made as part of the school's activities, is operated and managed by the school, and is staffed by school employees.

The provision meets the school-based childcare exemption criteria for children aged two and over and therefore does not require separate Ofsted registration. The school will keep this status under review if the way the provision is organised changes.

This policy should be read alongside the school's Safeguarding and Child Protection, Behaviour, SEND, Equality, Health and Safety, First Aid/Medical Needs, Allergy Safety and Anaphylaxis, Complaints and Charging policies and procedures.

2. Rationale

Our vision of Norbury Manor Primary School as a community school extends beyond the formal school day. We provide dependable wraparound childcare to support families and give pupils a safe, familiar and welcoming environment before and after school.

Children are offered planned indoor and outdoor experiences that support wellbeing, friendships, independence, creativity, physical development and enjoyment. Safeguarding and the welfare of children remain our first priority throughout the extended school day.

3. Aims

Breakfast Club and After School Club aim to:

- provide safe, high-quality and dependable wraparound childcare for Norbury Manor Primary School families;
- support parents and carers with childcare before and after the school day;
- provide a varied programme of purposeful play, enrichment and recreational activities;
- provide breakfast each morning and a light snack during After School Club;
- encourage positive relationships and friendships across age groups;
- promote independence, cooperation, confidence and wellbeing;
- provide an inclusive environment in which reasonable adjustments are considered for disabled pupils and pupils with additional needs; and
- maintain the same high expectations for safeguarding, behaviour and safety that apply during the school day.

4. Opening times and eligibility

Breakfast Club operates from 7:30am until the start of the school day. After School Club operates from 3:15pm until 6:15pm.

The clubs are available to pupils in Reception to Year 6 who attend Norbury Manor Primary School, subject to available places. Clubs do not normally operate on INSET days or during school holidays unless parents and carers are specifically informed otherwise.

5. Admissions and registration

Parents and carers must complete the school's Breakfast Club and After School Club registration form before their child attends. Registration must include the sessions required, current contact and emergency

details, authorised collectors, dietary requirements, allergies, medical information, medication requirements, SEND/disability information and any other information necessary to care for the child safely.

Completing a registration form does not automatically guarantee a place. Where demand exceeds available places, applications will be considered fairly and consistently using the priority criteria below. The school will maintain a waiting list where necessary.

5.1 Priority criteria

Where there are more applications than places, priority will be given in the following order:

1. Children already attending the club, provided re-registration is completed by the published deadline.
2. Children of working parents or carers requiring regular wraparound care for three or more days each week.
3. Children of working parents or carers requiring regular wraparound care for one or two days each week.
4. Children whose families require other regular weekly childcare arrangements.
5. Where applicants have equal priority, the date and time the completed application was received will be used as the tie-breaker.

When a place becomes available, it will be offered to the child with the highest priority on the waiting list. The Headteacher oversees the application of these criteria. There is no statutory independent admissions appeal process for the wraparound clubs; concerns about how this policy has been applied may be raised through the school's complaints procedure.

5.2 Inclusion, SEND, disability and personal care

Norbury Manor Primary School is committed to inclusive wraparound provision. A child will not be refused access simply because they have SEND, a disability, medical condition or personal-care need.

Parents and carers must provide full and accurate information about their child's needs. Where additional arrangements may be required, the school will discuss these with the family and relevant staff and consider reasonable adjustments. Where appropriate, an individual healthcare plan, personal-care plan or risk assessment may be agreed before attendance begins.

The school will consider each child's needs individually and will work with families to determine how the provision can be accessed safely and successfully. Any decision about whether the provision can meet a child's needs will be evidence-based, proportionate and consistent with the Equality Act 2010 and the school's SEND and equality duties.

6. Booking, charges and payment

All sessions must be booked and paid for in advance through Bromcom MCAS. Fees are non-refundable except where the school decides otherwise, for example where the school cancels a booked session.

Breakfast Club is a paid wraparound childcare service at Norbury Manor Primary School; the school is not currently part of the DfE-funded free breakfast club programme.

Provision	Session / collection time	Charge
Breakfast Club	7:30am until start of school day	£4.00
After School Club	3:15pm–4:15pm	£6.00
After School Club	3:15pm–5:15pm	£12.00
After School Club	3:15pm–6:15pm	£15.00

After School Club charges are based on the time the pupil leaves the club. Parents and carers are not charged the first £6.00 After School Club band when a pupil attends another club held at Norbury Manor Primary School immediately before joining After School Club. Any separate charge for that extracurricular club still applies.

Failure to pay fees when due may result in the withdrawal of a place and possible reallocation to a child on the waiting list. The school will contact the family before withdrawing a place. Fees may be reviewed and parents and carers will be given at least one term's notice of changes.

7. Breakfast Club

Children attending Breakfast Club must be signed in. Children in Reception, Year 1 and Year 2 must be brought to the club and signed in by a parent or carer. Children in Years 3 to 6 may sign themselves in where prior written permission has been provided by their parent or carer.

Breakfast may include:

- a selection of cereals;
- toast with a choice of spreads;
- yoghurt and fruit; and
- hot and cold drinks.

A range of activities is available. At the end of the session, younger pupils are supported to their classrooms and older pupils make their way to class in accordance with the school's arrangements.

8. After School Club

After School Club operates from 3:15pm until 6:15pm. Children have access to a planned programme of indoor and outdoor activities and may also have opportunities to complete homework. A light snack is included in the session charge.

Children must be collected by a parent or carer or by an authorised person aged 16 or over. If an unauthorised person arrives to collect a child, staff will contact the parent or carer for confirmation. If authorisation cannot be obtained, the child will not be released. Children are collected from the Lunch Hall.

Children attending After School Club are not permitted to leave independently.

9. Late collection

Parents and carers must collect children by the end of their booked session and no later than 6:15pm. If they are unexpectedly delayed, they must contact the school/club using the contact arrangements communicated to families.

Where a child remains uncollected and parents, carers and emergency contacts cannot be reached, staff will follow the school's safeguarding procedures. The Headteacher or Designated Safeguarding Lead will be informed and, where necessary, Children's Social Care and/or the police may be contacted. The child's welfare will remain the overriding consideration.

10. Safeguarding and staffing

Safeguarding arrangements during wraparound provision form part of the school's safeguarding responsibilities. Staff must follow the current Safeguarding and Child Protection Policy, Keeping Children Safe in Education requirements applicable to their role, and the school's procedures for reporting concerns.

The school will ensure that appropriate safer recruitment and vetting checks are completed and recorded on the Single Central Record where required. From 1 September 2026, the school will apply the revised regulated-activity requirements, including the removal of the former supervision exemption where applicable.

During club sessions:

- a register of children attending will be maintained and children will be signed in/out as appropriate;
- staff will have access to relevant emergency, medical, allergy and additional-needs information;
- appropriate supervision will be maintained for the activities taking place;
- a trained first aider will be available on the premises;
- risk assessments will be completed where required;
- staff will follow the school's health and safety, medical, allergy and emergency procedures; and
- parents and carers will be informed of significant changes to arrangements.

11. Behaviour, suspension or withdrawal of a place

The school's Behaviour Policy and expectations apply during Breakfast Club and After School Club. Children are expected to behave in a way that protects their own safety and the safety and wellbeing of others.

Where behaviour causes concern, staff will work with the child and family and will consider the child's age, circumstances, SEND/disability and any reasonable adjustments or support that may be appropriate.

Where there is a serious incident, or repeated behaviour presents a significant and unmanageable risk to the child, other children or staff, the Headteacher may suspend or withdraw the child's club place. Any decision will be individual, proportionate, recorded and reviewed, and parents or carers will be informed of the reasons. Concerns about the decision may be raised through the school's complaints procedure.

12. Medical needs, allergies and illness

Parents and carers must ensure that the school holds current information about medical conditions, allergies, dietary requirements and medication, including inhalers and adrenaline auto-injectors where prescribed.

The school's Medical Needs, First Aid and Allergy Safety and Anaphylaxis procedures apply to wraparound provision. If a child becomes unwell during a club session, staff will contact the parent or carer and may require the child to be collected.

13. Responsibilities

13.1 Club leaders and staff

- maintain accurate registers and collection records;
- follow safeguarding, behaviour, health and safety, medical and emergency procedures;
- be familiar with relevant pupil medical, allergy, SEND and care information;
- ensure activities, resources and any required risk assessments are prepared;
- provide appropriate supervision and respond to incidents in accordance with school procedures; and
- communicate relevant changes or concerns to parents/carers and school leaders.

13.2 School leadership

- oversee the quality, safety and sustainability of the provision;
- ensure staffing, safer recruitment and vetting arrangements meet current requirements;
- ensure staff understand their responsibilities and receive appropriate information and training;
- review demand, capacity, fees and waiting lists;
- keep the school's Ofsted registration-exemption status under review if the provision changes; and
- ensure complaints, safeguarding concerns and serious incidents are managed through the appropriate school procedures.

13.3 Parents and carers

- complete registration information accurately and keep it up to date;
- book and pay for sessions in advance through Bromcom MCAS;
- ensure the school holds any medication required by the child and current medical/allergy information;
- inform the school of changes to SEND, medical, dietary, contact or collection arrangements;
- ensure children are collected promptly by an authorised person; and
- communicate with the school if circumstances affect attendance or collection.

14. Equality and inclusion

The school will promote equality of opportunity within its wraparound provision. It will not discriminate unlawfully and will consider reasonable adjustments for disabled pupils. Activities will be planned so that, as far as reasonably possible, children can participate alongside their peers.

15. Feedback and complaints

The school welcomes feedback from children and families and may use questionnaires or other consultation to review the quality and range of provision.

Concerns should initially be raised with the Club Leader. Where the matter cannot be resolved informally, parents and carers should contact the Headteacher and may use the school's Complaints Policy.

16. Monitoring and review

The Governing Body and Headteacher will monitor the operation of the provision, including safeguarding, inclusion, demand, capacity, charges, staffing and complaints. This policy will be reviewed annually, or sooner where there is a significant change to legislation, statutory guidance or the school's wraparound arrangements.

17. Key national guidance considered in this review

- Department for Education, School-age childcare guidance for schools (2026).
- Ofsted, Registering and inspecting school-based provision (updated 2025) and registration exemptions guidance.
- Equality Act 2010, including the duty to make reasonable adjustments.
- Department for Education guidance on regulated activity with children, reflecting the change from 1 September 2026.
- Department for Education free breakfast club guidance (2026), noting that Norbury Manor Primary School is not currently delivering the DfE-funded free breakfast club programme.

Policy change log

Date	Change	Section
September 2026	Full policy review and rewrite to reflect current school-age childcare guidance and school-operated provision.	Whole policy
September 2026	Confirmed school-operated wraparound provision is exempt from separate Ofsted registration,	1, 10, 13

	subject to continuing to meet exemption criteria.	
September 2026	Revised admissions/waiting-list process and removed conflicting first-come, first-served wording.	5
September 2026	Revised SEND, disability, personal-care and behaviour wording to reflect equality and reasonable-adjustment duties.	5, 11, 14
September 2026	Confirmed current After School Club charging bands: 4:15pm, 5:15pm and 6:15pm.	6
September 2026	Confirmed Breakfast Club remains a paid school wraparound service and is not currently part of the DfE-funded free breakfast club programme.	6
September 2026	Updated safeguarding/vetting wording to reflect regulated-activity changes from 1 September 2026.	10