



**BREAKFAST AND  
AFTERSCHOOL CLUB**

**2026**



# WELCOME MESSAGE

Here at Abbey Primary Abbey Breakfast and After School Club (BC/ASC) we seek to provide quality before and after school childcare. We aim to provide a fun and safe place for children to develop through play. To help us develop our safe environment the children themselves helped to write a code of conduct for the club.

The Club has a wide variety of activities that the children can participate in. These include crafting, a quiet area for reading or chatting, enjoying role & imaginative play, board games, outdoor play, team games and much much more.

We are very fortunate to have a great team who are all fully qualified:

Donna Wilson-Marlow (BC/ASC Manager), Frankie Wilson (BC/ASC Staff) & Karen Murphy (BC/ASC Staff)

All BC/ASC staff are First Aid & Food Hygiene qualified.

We look forward to your child/children attending Breakfast and/or After School Club.

If you have any further questions, please contact: Mrs Donna Wilson-Marlow via email or call Office on 02082540862.

Policies and procedures are available on request.



# Schedule & Fees

## Breakfast Club

Clubs/ Time	Breakfast Club (Regular Price)
7.30am - 8.30am (With Breakfast)	£6.50
8.00am - 8.30am (Breakfast not included)	£3.50

## Afterschool Club

Clubs/ Time	Afterschool Club (Regular Price)	Afterschool Club (Sibling Price)
3.00pm - 4.15pm	£6	/
3.00pm - 5.30pm	£13	£11
3.00pm - 6pm	£16	£14
*4.15pm - 5.30pm	£10	£8
*4.15pm - 6pm	£13	£11

- This option is only available to those children attending Extra-curricular Clubs.

# Late Collection Charges

If a child is booked in for an afterschool session and is collected late from that session then a penalty charge will be made.

For example, if a child is registered until 4.15pm but is collected after this time then the parent will be charged £5 for every 15 minutes.

Afterschool Club finishes at 6.00pm each evening and staff are NOT paid beyond this. Any child collected after time will be charged a penalty of £10.00 for the first 10 minutes and thereafter £20.00 for every 15 minutes over the collection time. This covers the cost of 2 members of BC/ASC staff and the site managers over time. We would ask parents to be on time collecting their child as have no wish to charge penalties for late collection or to ask staff to stay at school beyond their contractual hours.

Regrettably, parents who persist in arriving late to collect their children may be advised that they will longer be able to use the services of the ASC.

## How to make a booking?

If a parent wishes to book a place in our BC/ASC provision, they must do so via Arbor and ensure that payment is made in advance. **Please note just topping up your account doesn't secure a place, you will still have to select the days and sessions you require and the cost will then be deducted from your payment/credit.** *Failing to book a place in advance will result in an additional administration fee of £3 per session, which will be added to your Arbor account.*

You can book your child into Afterschool Club on the day you require a place, up to 2 hours before the school finishes, or before 7.00am for Breakfast Club via Arbor. You will be required to make payment when booking to confirm your child's place.

**If you wish to pay by childcare vouchers, you MUST inform the office in advance so that we can set up the system accordingly.**

*Should a parent book a session but subsequently not require it, refunds will not be provided. Only in exceptional circumstances, such as bereavement or long-term illness, will a credit to your account be made.*

**We assume you will have carefully read, understood and agree to the Terms and Conditions stated on the next page prior to making any booking.**

**Please follow the instructions below to book a place on Arbor:**

1. From the landing page, go to 'Activities' > 'Club'.
2. Under 'Your child can be registered for these clubs (2025/2026)', select either Breakfast Club or Afterschool Club.
3. Click the green button 'Register your child for this Club'.
4. If you are paying by TFC/Childcare Vouchers, please select 'TFC/Childcare Vouchers' under 'Membership'.
5. If you are paying by card, please select 'Card Payment' under 'Membership' and make sure you top up sufficient funds in your account.
6. Choose the dates and times you would like to book.
7. Confirm by pressing the green button 'Register your child for this Club'.

# Terms & Conditions

## **Booking and Attendance**

- All sessions must be pre-booked via Arbor. If you experience any issues with booking a slot, please contact the school office for assistance.
- Sickness: If your child is unable to attend a session, please inform the school office as soon as possible. Credits will only be issued in exceptional circumstances, such as bereavement or long-term illness.

## **Collection and Timings**

- Children must be collected from After School Club (ASC) by 6.00pm promptly. A penalty charge will apply for late collections. Please refer to the Late Collection/Penalty Charges section on the previous page for full details.

## **Valuables and Personal Items**

- Children should not bring valuables to BC/ASC. Only Year 6 children are permitted to bring mobile phones, which must be handed to a staff member for safe storage. BC/ASC staff cannot accept responsibility for lost or stolen items.

## **Behaviour Expectations**

- Behaviour is managed in accordance with the school's behaviour policy. This may include exclusion from BC/ASC. In such cases, parents will be contacted and asked to collect their child or arrange alternative collection as soon as possible.

## **Health and Allergies**

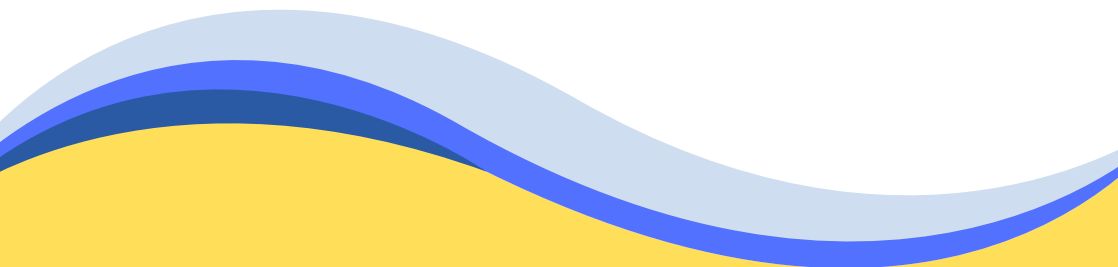
- We are a nut-free school. To ensure the safety and wellbeing of all children:
  - Parents must inform the school office of any allergies or medical conditions their child has.
  - Appropriate medication (e.g. EpiPens, inhalers) must be provided, clearly labelled with the child's name.
  - A completed medical care plan and any relevant documentation must be submitted to the school office.
  - Staff are trained to follow individual care plans and respond to medical needs appropriately.

## **Policies and Procedures**

- Parents are expected to follow all procedures for BC/ASC, which are aligned with Ofsted guidelines. Our full policies and procedures are available upon request.

## **Unexpected Closures**

- In the event of an unexpected closure of BC/ASC, the school will issue refunds for any affected sessions.



# Club Schedule

## Breakfast Club

Children are able to join Breakfast Club from 7.30am. Children can be dropped off at any time after this session start).

The Hub (our main room) and the Den (for the older children) are all set up for children to engage in planned activities and free play.

Children are encouraged to have breakfast, they can choose from cereal, toast, or fruit, apple juice, orange juice, water, or milk to drink. (Every 2<sup>nd</sup> week we have croissants, 4<sup>th</sup> week hash browns)

Whilst children who attend prior to 8.00am receive breakfast, please note that children arriving after this time do not receive breakfast.

Children can play until 8.25am when they are then asked to tidy up what they are doing. Early Years and KS1 children are escorted to their classrooms.

## Afterschool Club

**3.00 pm:** When children start to arrive, they are signed in the register. Bags and lunch boxes are placed on hooks in the foyer. Children are asked to come for their snack as soon as they come in if they want it. (Whilst we naturally encourage children to eat their snack, we do not force them to do so. Children not NOT permitted to bring snacks from home.

**3.15pm:** The register is taken  
Children are given this opportunity to say good afternoon to staff. On Tuesdays and Fridays children share their news; this is their chance to tell us about the things they have done or will be doing.

**4.15pm:** Children are usually out side playing outdoor games and sports (weather permitting). When inside, younger children will be in the Hub where they can play planned activities or free play. Older children can access the Den to play fuse ball, Pool, computer, Xbox/Wii, board games and puzzles

**4.30pm:** Last chance for snack before it is packed away. Any leftover fruit or drinks are left out to be used up.

**5.00pm:** Food area is cleaned and tidied. Children are given the option to join in with a group game when possible.

**5.30pm:** Those children who have been playing outside the Hub will come inside and will be encouraged to sit and play something quiet and calm for e.g. colouring sheets, play cards, talk to staff or each other, sometimes we will put on the TV.

**5.50pm:** Children get their things together ready to be collected by their parents. 6.00pm prompt session ends.



# Frequently Asked Questions

## **Do you take childcare vouchers, HMRC tax free childcare payments?**

Yes, we accept several different childcare vouchers and HMRC tax free childcare payments. Please contact the school office for more.

## **Can BC/ASC Staff administer medication?**

We work in line with the school's policy on administering medication. Only medication that is prescribed by a GP can be administered by staff and then only if asked to do so by the school office team.

## **What happens if my child is Asthmatic?**

If your child has asthma, please inform the school office team and complete the notification form. There will be no need to supply us with a pump as we can access the children's pumps that are kept in the individual classrooms.

## **Can an unknown/unnamed person collect my child from BC/ASC?**

You will need to advise the BC/ASC of whom will be collecting your child/children. Please email breakfast and after school club, or inform the office, if there are any changes in who will be collecting your child. Should you fail to advise us, your child will be asked if they know the person collecting them. If at any stage, we do not feel comfortable with the person collecting your child we will contact you directly for confirmation.

## **Can children bring sun cream to BC/ASC?**

Children can bring sun cream if it is in a named bottle. The children must apply the sun cream themselves. If we have hot weather, please make sure your child brings a hat.

## **Can my child attend BC/ASC if they are not toilet trained?**

Yes we have a duty of care inline line with government policy; if children are toilet trained and have an accident we will assist them with changing clothes. It is helpful if all children can express when they need changing or if they need the toilet as messy nappies can be missed.

If you have any other questions, please do not hesitate to ask a member of the Team.



# Menu

## Breakfast Club

Children can help themselves to a variety of healthy cereals for e.g. Weetabix, Rice Krispies, Shreddies , Corn flakes. All Cereals are served with milk or lactose free milk, (Oat milk is available on request.)

Hot breakfast options are Porridge, or Toast with a choice of spreads e.g. Low sugar Jam, Marmite. Warm Croissants (week 2) Hash browns (week 4)

## Afterschool Club Weekly Snack Menu

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
Week 1	<u>Fruit Bagels</u> Bagels topped with yoghurt and fruit	<u>Noodles</u>	<u>Tortillas &amp; Dips</u>	<u>Pizza rolls</u>	<u>Pancake with Hot Chocolate</u>
Week 2	<u>Fish Fingers</u> with Sweetcorn	<u>Sandwiches</u> Ham, Chicken Cheese or Tuna	<u>Waffles</u> With beans or spaghetti	<u>Toasted Muffin</u> with jam or butter	<u>Soup</u> Tomato/chicken
Week 3	<u>Chicken &amp; Quorn Nuggets</u> With Salad	<u>Pitta chips</u> with veggie sticks	<u>Toast</u> with beans or spaghetti	<u>Crackers</u> with butter or Cheese spread	<u>Rice</u> Selection of sauce's
Week 4	<u>Potato Wedges</u>	<u>Baguette with butter and Milkshake</u>	<u>Pasta</u> Plain or with sauce	<u>Mini Toad in the hole</u> With gravy Veggie option available	<u>Wraps</u> With Ham, Cheese, Tuna
Available everyday a selection of fruit (bread & butter will be offered if child will not eat snack on the menu) <u>We only use Pure non-dairy butter.</u> for allergen information or specific dietary needs please speak to a member of staff.					