



STRAIDHAVERN PRIMARY SCHOOL

3 Straidhavern Road, Nutt's Corner, Crumlin, County Antrim, BT29 4SN

Straidhavern Primary School **Breakfast Club and Afterschool Club (Wraparound) Policy**

The Breakfast and Afterschool Clubs have been set up to provide parents with an affordable option when additional care of a child is required, outside of normal school hours, on a regular or ad-hoc basis. The school provides this facility as recognition of parent's working hours and busy family lives. However, it is a voluntary service and should be seen as one of the many benefits the school can offer. The staff running the clubs and school grounds, should be respected in the same manner as required during normal school hours.

General

- Each hourly session is charged at £2.50, as long as minimum numbers have booked.
- Sessions will be available for booking in advance via a Google Booking Form with a link posted on ClassDojo in the previous week.
- Parents/Guardians should complete the booking form by the time stated. Late bookings cannot be guaranteed.
- Bookings already made can be changed via Dojo message to the school secretary up to 12 hours before the session begins. Changes after this time should be requested via a telephone call to the secretary at the earliest opportunity.
- Cancellations to bookings should be made no later than 24 hours before a session begins. Cancellations after this time may still be charged, depending on the number of children booked for the session(s).
- Should minimum numbers not be reached for a session the school may need to cancel that session but will give as much notice as possible.
- In an emergency or by prior agreement with the Principal, a session may be run without minimum numbers at a cost of £10 per session, split between each child booked.
- Payment will be required within 7 days of an invoice being issued, which will usually be on the last day of each month.

Breakfast Club

- Available from 7.45-8.45am, Monday to Friday, sessions must be pre-booked.
- Morning sessions must have a minimum of 3 children booked for the session to run.
- Children arriving prior to 8.30am will be offered breakfast on arrival. Children arriving after this time may not have time to consume breakfast, but this will be considered on a case-by-case basis.
- Children will be offered milk or water and cereal or toast, depending on what is available on the day.

- Children will have access to a selection of books to read after breakfast has been cleared away.
- All children will go into the playground at 8.45am to meet with the other children arriving for school.

Afterschool Club

- Available from 2 or 3pm, (depending on school finish time) until 5pm, Monday to Thursday, 4pm finish on Friday. Sessions must be pre-booked.
- Afternoon sessions must have a minimum of 4 children booked for the session to run.
- Children will be offered a snack around 3.15pm.
- Options for snack will be water or diluted juice and fruit or biscuits, depending on what is available on the day.
- Children will be encouraged to complete any homework set but will also have a range of toys, books and craft supplies to use.
- Children should be collected no later than the end of the session i.e 3pm, 4pm or 5pm.
- Should a parent/guardian be running late for pick up time they are required to contact school by Telephone or Dojo message.
- Should an afternoon session be finishing for the day, whether at 3,4 or 5pm, and there are no further sessions running, a late collection fee will be payable as follows: First 15 minutes £5, 15 minutes + £10.