



Breakfast and Afterschool Club (BaASC) Handbook

Breakfast Club

Breakfast Club runs from 7:45 until the start of school and offers a choice of cereal, toast, fruit and a drink. It is based in the school hall and children arrive through the external door by Year 6. A selection of indoor and tabletop play activities including art and craft, board games, storytelling, puzzles, quizzes should be made available for children to access.

After-school Club

After-school Club runs until 18:00 in the Year 1 class and is split into two sessions allowing children to attend school clubs for free before attending this provision.

During afterschool club a number of 'zones' will be created for the children to choose activities from. This will always include a quiet zone where children can watch a film and another where they can read books in the book corner, an arts and crafts zone with weekly activities set up (see appendix 1), board games led by a member of staff (at least at the start of the session), a construction zone where children can choose construction activities and outside space for physical activity and toys. See appendix 2 for zone map.

An afterschool club display will be outside Y6 where work from the arts and craft zone will be displayed each week.

Prices

Breakfast Club

7:45am – Registration = £5

Afterschool Sessions

Session 1: 3:15 - 4:30 = £5

Session 2 4:30-18:00 = £7

*an additional £1 per session will be added if the session is not booked and paid for 24 hours in advance.

Drop off and collection

When arriving children will be greeted by a member of staff and signed in. When collecting a child after school, parents should ring the bell and let a member of staff know who they are collecting: children will then be brought to meet parents. More information can be found in the BaASC Arrivals and Departures Policy.

Booking and payments

Bookings and payment for breakfast and Afterschool Club will all be done through ParentPay.

Step-by step instructions for booking:

- Log in to ParentPay
- Click on view items, this should show dinners, breakfast club, after school club 3.15-4.30, and ASC 4.30-6:00
- Click item that you wish to book
- Under 'add to basket you will see make bookings
- Choose sessions/days required (you can book weeks ahead if you know whats needed)
- Confirm bookings
- Pay (this needs to be done straight away to ensure booking is held)
- If booking for more than one child, please ensure you book for each child.

Staff

Breakfast Club: Donna plus one other if needed due to numbers.

Afterschool Club: Donna (senior staff member) and Siathong or Chaba

	Week 1				
	M	Tu	W	Th	F
Breakfast	Donna	Donna	Donna	Donna	Donna
ASC Senior	Donna	Donna	Donna	Donna	Donna
ASC Support	Chaba	Chaba	Chaba	Siathong	Siathong

Relief cover: If any member of staff is off they will arrange cover using the support member of staff not on rota. Other MDS and TAs could also be asked. Donna will organise this as senior member of staff or a member of school SLT in her absence.

Ratios

The DfE's 'National Wraparound Childcare Programme Handbook A guide for local authorities in England' (October 2023) states "Where provision is solely before/after school care or holiday provision for children who normally attend reception class (or older) during the school day, there must be sufficient staff as for a class of 30 children. It is for providers to determine how many staff are needed to ensure the safety and welfare of children, bearing in mind the type(s) of activity and the age and needs of the children. It is also for providers to determine what qualifications, if any, the manager and/or staff should have". The ratios in our provision is 1:20 whilst other teaching staff are on site. If a teacher (or member of SLT) is not on site then the ratio is 1:10.

As stated in the EYFS statutory framework 2025 there will always be a member of staff with a valid paediatric first aid qualification. When EYFS children are eating they must always be within sight and hearing of a member of staff and where possible a member of staff will sit facing the children.

Safeguarding/risk assessment

The senior member of staff at After School club will risk assess the outdoor area;

- Lock the wooden gates into Apple Class & onto the playground
- Lock both gates into the car park (path & adjacent to Y1) when Y1 have left their class and parents/carers have left the playground
- Check the climbing frame is safe & not wet/slippy
- Ensure staff are aware of allergies/inhalers

Terms and conditions

1. All fees must be paid in advance. Staff reserve the right to terminate a space should fees not be paid on time or are outstanding.
2. No partial refunds will be given for children arriving late or who do not eat breakfast/snack.
3. Although a wide variety of activities will be on offer and we encourage children to take part, no children will be forced to take part in an activity that they do not wish to do. The emphasis will be on choice and enjoyment.
4. Children are expected to follow the school 3 Bs at all times – see BaASC behaviour policy for more information.

5. Breakfast will be served until 8.30am and if arriving after this time, it is unlikely breakfast will be available.
6. Any child in KS2 accessing breakfast club and arriving without parents or walking home alone from After School Club can only do so with prior agreement and with written parental consent. See BaASC Arrivals and Departures policy for more information.
7. The school reserves the right to exclude any children from the club whose behaviour is disruptive and prevents them from providing a safe, stimulating and happy environment for other children. This option will only be used in extreme circumstances and as a last resort. See BaASC behaviour policy for more information.
8. All staff in our setting will not tolerate verbal, physical or threatening behaviour of any manner from parents or carers. Those who have any issues or concerns are asked to discuss matters at a mutually agreed time to resolve the situation as quickly as possible. Our schools complaints policy and procedures should be followed if issues cannot be resolved face to face.

Appendix 1: Arts and crafts rota

	Week 1	Week 2	Week 3	Week 4
Focus	Painting	Drawing	Modelling/sculpture	Printing
Monday	Dots/circles 	Colour pencils	Animal/pets 	Nature printing 
Tuesday	Animals 	Oil pastels	Fantasy creatures 	Monsters 
Wednesday	Landscape 	Markers	Nature 	Texture printing 
Thursday	Handprint/fingerprint art 	Chalk	Storytelling 	Under water animals 
Friday	Sponge painting 	Put all resources out	Free play	Put all resources out

**If children have a piece of artwork that they want to finish, they will be given the time and opportunity to do this, rather than engage with the new activity.*

**The pictures are to be used for inspiration, not necessarily a set activity.*

**At the end of each week, any artwork the children didn't want to take home, will be displayed in the KS2 corridor.*

Appendix 2: Zone map

