

Thomas Telford Multi Academy Trust



Breakfast and Afterschool Club Policy Redhill Primary Academy and Thomas Telford Primary Free School



September 2025

Admissions Criteria

Breakfast Club and After-School Club is open to all children who attend RPS or TTPFS. We are registered with Ofsted to care for up to 55 children between the ages of 4 and 11 years.

If you require a place for your child/ren at either club an 'Expression of Interest Form' can be requested from the main office in school or is available to download on the school website. This form must be completed and returned for your child/ren to be considered for a place.

Places are issued on a first come, first served basis. If there are more applications than there are places, your child will be put on a waiting list in the order that the expression of interest form was received. When a place does become available, we will contact you to ensure that the place is still required. If you do not require the place at that current time, then your place will be offered to the next person on the waiting list. We do not hold places.

Once you have verbally accepted a place, this document will be sent out to you, please read fully, sign and return it prior to your child's start date.

If you have accepted a place but subsequently decide you no longer require it, then a 4-week notice period is still required, you must inform us in writing that you no longer require the place. You will still be charged for the 4 weeks even if your child does not attend.

Charging policy and fees

Breakfast Club is £3.15 per session and includes breakfast.

The Annexe is £8.35 per session with a small snack provided.

These charges are term time only and will be billed through ParentPay accordingly. A minimum of one session per week is required for your child to attend either club.

Payments

Charges accumulate daily and we ask that you top up your account in advance to allow for this.

Example

Your child attends afterschool club on a Tuesday, Wednesday and Thursday. For the calendar month ahead, this is 15 sessions.

$15 \times £8.35 = £125.25$

You would then need to pay into your ParentPay account £125.25 at the end of the month for the calendar month ahead to avoid your account being in arrears. For example, you are paying in advance at the end of September for the October fees.

Should your account fall into arrears and sufficient funds aren't in your account this may result in your child losing their place.

We accept online payments via ParentPay as well as payments made thorough Childcare Voucher Schemes and the Tax-Free Childcare service. Please check with the administrator if you require any further information about this.

Non-Attendance

If a child is booked in for a session at Breakfast Club and does not attend due to illness, please contact the school office to let them know that your child will not be in school. If your child will not be attending the Annexe, please notify the office so this information can be passed onto the manager before collection at the end of the school day. Full payment will still be required for the missed sessions.

Cancellations

There will be no reimbursement for any one-off cancellations regardless how far in advance you cancel (unless under extreme circumstances in which case it is subject to review by the Manager).

If the school closes early due to unforeseen circumstances, such as poor weather conditions, the Breakfast Club and The Annexe will not be open, and the Force Majeure clause will be implemented.

If you need to cancel your place at the Breakfast Club or The Annexe, 4 weeks written notice is required (fees are non-refundable).

Drop off and Collection Procedure

For Breakfast Club your child must be brought by an adult to the main school door where a member of staff will meet you.

Children can be collected from The Annexe at any time between the start of each session and before the Club closes at 6pm by parents/carers or a designated person with a password.

Children will only be allowed to leave with the parent/carer or with an individual who the Club has been notified will be collecting the child/ren by the parent/s. This notification must be made by the parent/s either in person or by phoning the school office prior to collection.

Please proceed to the main school door and press button 2, a member of staff will then acknowledge you and bring your child/ren out to you.

Times of children attending and leaving the setting will be recorded.

Late Collection

In situations of late collection of child/ren the following procedure will apply, if no contact has been made by parents/carers:

At 6.05pm we will attempt to make contact, using the numbers held on the child's school record, including the emergency contact number. Messages will be left where possible, asking for contact to be made.

After 30 minutes (i.e., by 6.30 pm), a further attempt to make contact using the numbers held on the child's school record. If no contact is made at this point, Family Connect (Telford & Wrekin's Child Services) will be contacted to make further arrangements.

Late collection fee

If a child is collected late (up to 5 minutes after 6pm) a warning will be issued to the parent. After one warning have been issued, a payment of £5 per 5 minutes will be payable to the club. If you know that you are going to be late, please contact the office and let them know if you have arranged for someone else to pick up your child and use the agreed password to ensure your child's safety.

Children with special educational needs

In line with the school's Equality Policy, we enable all children to take part as fully as possible in every part of school life by developing each child's self-confidence, recognising their strengths, and encouraging them to achieve their full potential.

We will take reasonable and necessary steps to meet children's needs by using a variety of approaches and planning reasonable adjustments for disabled pupils, enabling all children to take as full a part as possible in all activities.

We will make reasonable adjustments to ensure the Breakfast Club and The Annexe environment, and its activities, are as accessible and welcoming as possible for all children.

We will actively encourage positive attitudes towards all members of our community and expect everyone to treat others with dignity and respect.

Behaviour

Our setting believes that children flourish best when their personal, social, and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour. A positive atmosphere is very important: this supports establishing friendships.

Children need to learn to consider the views and feelings, needs and rights, of others and the impact that their behaviour has on people, places, and objects. This is a developmental task that requires support, encouragement, teaching and setting the correct example. The principles that underpin how we achieve positive and considerate behaviour exist within the programme for promoting personal, social, and emotional development. The Breakfast Club and The Annexe recognises the need for an ordered environment within the club in which children and adults develop self-discipline, self-esteem, and mutual respect. We involve children in discussing acceptability of certain behaviours and why we object others.

Incentives used within school, sticker rewards and house points are also used. We ensure that children know we trust them to do their best and to behave well, we do this by reinforcing and promoting the school rules, including children in activity planning, and asking their ideas and requests for changes through the Annexe Council.

Should any behaviour issues arise, they will be dealt with in line with the academy's policy for behaviour and relationships. The Senior Leadership Team will be notified accordingly, and records will be updated. In the unlikely event of these behaviours continuing, places will be reviewed, and your child could be at risk of losing their space.