WIMBLEDON CHASE PRIMARY SCHOOL

Empowering individuals to thrive and contribute positively in a diverse and ever-changing world

Breakfast and After School Club Policy

September 2026

At Wimbledon Chase Primary School, policies are designed to ensure that the child is at the centre of all our decision making. All staff are aware that whole school and class systems are established to ensure that every child is able to share and express their concerns in a safe and confidential manner. We constantly strive to ensure that all children know their worries and views will be taken seriously by all staff and that every child will be treated with respect.

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Aim

To provide wrap-around childcare for pupils at Wimbledon Chase Primary School. It aims to support parents by providing before and after school childcare from 7:45am until 8:45am and from 3:20pm until 6:00pm.

Provision

- Staff will be responsible for the care and management of children, treating them with respect at all times. All staff have the required DBS checks.
- The Breakfast and Wimbledon Chase Club staff aim to provide a safe, stimulating and happy environment for all children. All children are expected to behave well, show respect, be polite, look after equipment and resources, and be co-operative and courteous to staff and to each other. The extended services staff reserve the right to exclude any child whose behaviour is disruptive, following the school's Behaviour Policy.
- The clubs will comply with environmental health food safety standards.
- There will be a staff ratio of 1:10 for children aged 5 and above. For children under 5 we will ensure a ratio of 1:8. A senior manager will always be on site during the operating hours.

Wimbledon Chase Club - WCC

- Our Chase Club is available for all Wimbledon Chase Primary School pupils from Reception to Year 6. It operates from 3:20pm - 6:00pm. There will be a range of activities available. A snack will be provided to the children as part of the session price.
- If your child is due to attend WCC but is unable to, please notify via:
    - telephone the School Office 020 8542 1413
    - telephone or text the WCC mobiles **07491 025907** or **07491 017405**
- Collection is via the **Chase Alley** entrance only.

- Parents are expected to collect their child from the WCC room and a member of staff will sign the collection register as the child is collected.
- The latest collection time is **6.00pm**. There is a late collection fee of £1.00 per minute, payable on invoice.
- Children can only be collected by their parent(s) or by an adult (over 16) who the parent is authorised to collect. If a child is to be collected by someone not yet authorised, the parent will be contacted to check whether the person is authorised. If the parent cannot be contacted, then the child will not be permitted to leave the building.
- If a child has not been collected on time and parents have not been in contact or are not contactable then the Headteacher will be informed and will decide whether to contact children's social care department.
- If you are late or need to contact WCC staff in an emergency, the numbers to call are **07491 025907** or **07491 017405**. The numbers will not be available during the school day and messages are not monitored. During school hours, please contact the School Office. If a child is sick or ill while at WCC, we will contact you, and you may be required to pick them up.

All WCC staff will:

- Have all medical details and contact numbers for children attending WCC.
- Be familiar with the school's policies for Child Protection and Safeguarding and Health and Safety.
- Have up to date permission from parents regarding agreed arrangements for travelling home.
- Have completed and submitted appropriate risk assessments if required.
- Have a full register of all children attending WCC for each session.

School leadership will ensure that:

- Enhanced DBS checks are completed on all WCC staff and details are recorded on the school's Single Central Register.
- WCC staff are clear about the expectations of the school regarding their role.
- Supervision is agreed and followed for each activity.
- Procedures (Child Protection and Safeguarding and Health & Safety) and expectations (Behaviour) are followed.
- There is always a senior member of the school staff and a trained First Aider on the premises while WCC is taking place.

Parents will ensure that:

- The Registration process is completed in a timely manner.
- They collect children promptly at the end of the session (Children will not be able to walk home on their own without written permission).
- Pay for sessions in advance via the parents MCAS Account.
- Keep the school informed of any change to emergency contacts.
- Keep the school informed of any change to dietary changes.

WCC - Admission Process

WCC will operate for children attending Wimbledon Chase Primary School only. Membership of WCC is available to children when they start Reception subject to availability.

Existing WCC Members

Each year at the start of the summer term, parents will receive a new registration form to complete to confirm that they wish to continue at WCC for the new academic year. This will

be an opportunity to add/remove/change days. Notice of four term time weeks must be given of any changes requested during the current academic year. Requests for changes of sessions may result in children having to join the waiting list.

New WCC Members

Once we have established the availability of spaces for the new academic year, parents will receive an invoice as confirmation of their place.
Existing members may also apply for siblings to attend at this stage.

Complaints

- We will endeavour to provide a high-quality service to children and will seek feedback from parents from time to time. If you have any concerns please speak to the WCC Staff. If this is not resolved please contact the School Office. If you are unable to resolve this issue please follow the school's formal Complaints procedure.
- Charges are reviewed annually as part of the Charges and Remissions Policy.

Appeals

Parents do not have a statutory right to appeal concerning WCC admissions, so it is essential that all admission decisions can be justified by reference to the criteria outlined in this policy. Places are allocated on a first-come, first-served basis.

Waiting list

Due to the high demand for places, there may be a waiting list in place. It will not be possible to guarantee your child a place if you have not booked. The school will hold a waiting list of applicants.

Those on the waiting list will be listed in rank order in relation to the criteria – time, sibling and availability. Should places become available during term time, then they will be offered in accordance with the child's position on the waiting list. There will be a separate list for each day of the week requested.

If you are offered the combination of days that you requested and do not wish to take up this offer, within half a term's notice, you will be removed from the waiting list until such a time as you reapply. If the offer only partially meets your requirements (days you applied for) and you decide not to accept it, you may elect to remain on the waiting list until such a time as you are offered your full requirement. You may accept the partial offer and remain on the waiting list for the days not offered, which you originally requested.

Considerations for specific pupils

Children from Reception to Year 6, who attend Wimbledon Chase Primary School, are eligible to participate in these clubs. The best interests of children are always considered. If it is felt that children, particularly those under the age of five, are not ready to be in the school environment for an extended period, this will be discussed with parents, and a place may not be offered or withdrawn.

All applications will be reviewed at the discretion of the WCC Manager; in liaison with the Headteacher, Inclusion Manager and School Business Manager where applicable.

Admission is conditional on the following undertakings by the parent:

- Fees are promptly paid half termly in advance via MCAS.
- The behaviour of the children should be conducive to the safe and efficient running of the club. School policies, including the Behaviour Policy, apply in the same way as they do during the main school day.

- Children are suitably toilet trained and able to toilet themselves.

We reserve the right to refuse a child indefinitely or for a fixed period of time if they fail to meet these standards either through a single severe incident or repeated actions that put themselves or other children at risk of harm.

Bookings and Payment - WCC

- All fees are payable in advance and are non-refundable.
- The cost of each WCC session is £17.00 per session for the first child with discounts of 10% for the second and 15% for other children.
- There is a £10.00 annual administration fee payable with the first payment of the academic year.
- Failure to pay on time may result in the withdrawal of a place at WCC and possible reallocation of the place to a child on the waiting list. Please ensure that payment and bookings are made in advance
    - At the beginning of each half term the amount and days your child attends will be added to MCAS for payment via the App.
    - Childcare Vouchers: If you choose to pay with childcare vouchers you must allow enough time for Wimbledon Chase Primary School to be registered with the childcare voucher provider. We cannot authorise any payments with childcare vouchers until the school is registered with the provider and payment is collected from the provider. Please note: Registering with childcare providers can take up to two weeks depending on the provider. Please put the child's name and whether it is for Breakfast club (BC) or Wimbledon Chase Club (WCC) as reference.
- No refunds will be made for non-attendance, examples include illness, appointments and holidays.
- Any breaks taken from WCC are still payable in order to keep your child's place. If payment is not made during the break period, please be advised that your child's place may be lost and you will have to join the waiting list.
- Four term time weeks notice is required if you wish to cancel your place.
- Once a place has been confirmed you will be liable for the cost of the place.
- A charge of £1.00 per minute will be made for children collected after 6:00pm.
- WCC reserves the right to refuse a child entry into WCC if fees are not paid, but if a parent has any difficulties with payment please contact Mrs Dotchin parentsupportadvisor@wimbledonchase.merton.sch.uk.
- WCC will not run on days that the school is closed to pupils. Parents will not be charged for days that the club is closed.
- These fees are subject to change, with a term's notice to be given of any changes.

Breakfast Club - BC

- Our BC is available for all Wimbledon Chase Primary School pupils from Reception to Year 6. It operates between 7:45am, and 8:45am.
- Parents are expected to deliver their child to the BC in the Dining Hall and not to leave them at the school gate when dropping off in the morning. An attendance register will be completed by a member of staff as children arrive.
- Younger children will be walked to class by a staff member, older children will walk to their classrooms themselves in time for school registration.
- Children will be offered a breakfast of
    - A selection of cereals
    - Toast with different spreads

- Cold drink

Bookings and Payment – BC

- The cost of each BC session, from 7:45am until school starts at 8:45am, is £6.00 for each child.
- BC does not need to be pre-booked and can be used on an ad hoc basis.
- The daily fee will be added to your MCAS account daily.
- Outstanding balances should be cleared weekly via:
  - MCAS
  - Childcare Vouchers: If you choose to pay with childcare vouchers you must allow enough time for Wimbledon Chase Primary School to be registered with the childcare voucher provider. We cannot authorise any payments with childcare vouchers until the school is registered with the provider and payment is collected from the provider. Please note: Registering with childcare providers can take up to two weeks depending on the provider.
- BC reserves the right to refuse a place if fees are not paid, but if a parent has any difficulties with payment please contact Mrs Dotchin – parentsupportadvisor@wimbledonchase.merton.sch.uk.
- BC will not run on days that the school is closed to pupils. Parents will not be charged for days that BC is closed.
- Parents must keep track of their payments. All payments will be recorded in MCAS.
- These fees are subject to change, with a term's notice to be given of any changes.