



Jesus is the centre of our lives,
Our learning and friendships.
In a safe, happy and caring community
Where all are welcome.

**BREAKFAST CLUB & AFTER-SCHOOL CLUB
BOOKING & CANCELLATION POLICY**

SEPTEMBER 2025

At Holy Cross we offer both a Breakfast and an After-School Club. We recognise the positive impact that wraparound childcare provision can have as it supports our families by enabling parents/carers to access work and training. As a Catholic school, we hold Gospel teaching as central to our purpose and the basis of our relationship with our community. By choosing our wraparound care, your child will benefit from these Gospel values.

Breakfast Club

This takes place in our school hall and is open from 7.30am to 8.30am, Monday -Friday when school is in session during term time. Please ring the buzzer by the main entrance gate of our school and a member of the Breakfast Club staff will open the gate.

It is important that you escort your child to the school foyer and that they are handed over to a member of staff. It is not acceptable to leave your child at the school gates.

A light breakfast menu of cereal, toast and apple juice/orange juice will be provided.

At 8.30am your child will be taken on to the school playground and supervised by a member of staff from Breakfast Club.

Places for Breakfast Club must be pre-booked, preferably at least one week in advance, and not less than 24 hours prior to the date of the session. The cost is **£5.00 per session** for each child.

If a place has to be booked at short notice, due to an emergency, please contact the school office and a decision will be made at the discretion of Mrs Kerrell or Ms Dodd as to whether a place can be offered.

After-School Club

After-School Club is held in the school hall from Monday to Friday when school is in session during term time. Children are collected at the end of the school day by members of our After-School Club team. They will be able to avail of a range of both indoor and outdoor activities (weather permitting) and a light snack menu will be provided.

Children must be collected by ringing the buzzer by the main entrance gate of our school. A member of staff will greet you in the school foyer and your child can be collected. After-School Club closes at 5.30pm daily. Late collection after the closing time will incur a late collection fee. Please see Cancellation/Late Collection information below.

Places for After-School Club must be pre-booked, preferably at least one week in advance, and not less than 24 hours prior to the date of the session. The cost is **£10 per session** for each child.

If a place has to be booked, at short notice, due to an emergency, please contact the school office and a decision will be made at the discretion of Mrs Kerrell or Ms Dodd as to whether a place can be offered.

Breakfast Club Cancellation

If parents/carers do not wish their child to attend a session, they must notify the school office at least 24 hours in advance of the booked session. Once a booking is made for Breakfast Club, **fees are non-refundable.**

The club reserves the right to withdraw the service if a parent/carer does not follow cancellation procedures.

After- School Club Late Collection and Cancellation

Late collection of children:

Late collection of children is defined as taking care of your child/ren after the club has closed at 5.30 p.m.

Late collection will result in an additional fee of **£1** for every 1 minutes, per child, after 5.30pm.

If we are unable to contact you, the club will be obliged to contact Social Services who will take responsibility of the child/ren and continue to try to contact parents until successful.

We reserve the right to withdraw the service if consistent late collection occurs.

After-School Club Cancellation

If parents/carers do not wish their child to attend a session, they must notify the school office at least 24 hours in advance of the booked session. Once a booking is made for After-School Club, **fees are non-refundable.**

The club reserves the right to withdraw the service if parents do not follow cancellation procedures.