Oak View School, Whitehills Road, Loughton, Essex, IG10 1TS

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School Clubs Policy

Last Reviewed	November 2026
Review Due	November 2027

Statement of Intent
Oak View is committed to creating a safe, welcoming, and stimulating environment for all children in its care. The school believes a secure social atmosphere helps pupils of all ages develop confidence and social skills.

Aims
To support parents and carers, the school provides an affordable and convenient wraparound childcare service. Breakfast Club is available to children aged 6 to 19, offering parents greater flexibility with their working hours.

The club maintains a high adult-to-child ratio, ensuring all activities are conducted to the same high standards as the school's core educational provision.

Format
- **Operating Hours:** Breakfast Club operates daily from 7:50 am to 8:45 am in the school dining hall.
- **Social Mix:** The club is open across age groups, giving pupils the opportunity to interact with peers who share similar interests outside their standard class groups.
- **Admissions:** Places are allocated on a first-come, first-served basis. Booking forms must be returned in good time to ensure appropriate staffing ratios are established.
- **Attendance & Safety:** Pupils are registered at the beginning and end of each session to ensure all children are accounted for. The designated lead staff member is responsible for the safety and welfare of all pupils throughout the session.

Registrations and Fees
Parents must complete and submit the required paperwork before a child can attend.

Required documentation:
- Registration Form
- Medical Form
- Parent Contract
- Booking Form
- Photo Permission Form

Fees & Payment Terms:
- The standard daily fee for Breakfast Club is **£10 per session**.
- All fees must be paid in advance. Places will not be allocated without prior payment.
- Fees remain payable for booked sessions even if the child does not attend.
- If a child is barred or suspended from attending, any pre-paid fees for unused sessions will be refunded.

Service Refusal & Capacity Limits: The school reserves the right to refuse or limit access to the service under the following circumstances:

- Failure to pay fees in full in advance.
- Temporary lack of suitable space (e.g., building work or maintenance).
- Insufficient overall demand.
- Staffing constraints. Admission numbers depend strictly on available staff to maintain required safety ratios. If demand exceeds capacity, places will be allocated via a fair rotation system throughout the academic year.

Holiday Clubs
Due to funding restrictions, Holiday Clubs are not currently running for Oak View pupils. Should funding or provisions change, this policy will be updated accordingly.

Monitoring

This policy should be reviewed annually by the Senior Leadership Team (SLT). At each review, the policy should be shared with the Local Governors Committee.