



Breakfast and After-School club Policy

This policy outlines the procedures and expectations for the breakfast and after-school club including safe transportation of children in company-operated vehicles. Our goal is to provide a safe, structured, and supportive environment that promotes student well-being.

This policy applies to all children enrolled in the breakfast and after-school club, their families, and staff involved in supervision and transportation.

- The Breakfast and Afterschool club provides a safe, supportive, and enriching environment for children outside regular school hours. It offers recreational activities and structured free time.
- It is open to children at:
 - Westlea primary school
 - Brook field Primary School
 - Shaw Ridge Primary School
 - Tregoze Primary School
 - Oliver Thomkins CE VA School
- Children must be registered on our Famly app before drop off or collection

Transportation in Company Vehicles

- The company provides safe and reliable transportation for children.
- All our vehicles are maintained MOT tested and insured
- Parents/guardians must complete a transportation consent form before a child may ride.
- Drivers will be licensed, trained, and hold a DBS.
- All passengers must wear seat belts at all times and be sat in correct and good fitting car seats.
- Children are expected to follow all safety rules and remain seated during transit.
- Repeated misbehaviour may result in suspension of transportation.

Parental/Guardian Responsibilities

Shine Bright Nursery

Athena House, 601 Delta Business Park, Welton Road, Swindon SN5 7XF
Telephone Number: 0739 358 827 Email: shinebright@jessonchildcare.com
Ofsted Registration 2710160



- Ensure children are ready and on time in setting.
- Notify Shine Bright Nursery in advance of any transportation or attendance changes.
- Keep emergency contact information current.

Safety & Conduct

- Children are expected to demonstrate respect toward staff, peers, and property.
- Any form of bullying, aggression, or unsafe behaviour will be addressed promptly.
- Staff will follow emergency procedures in the event of illness, accident, or vehicle breakdown.

Signed Angela Jesson

Date 17th September 2025.

Date Reviewed 17th September 2026

Shine Bright Nursery

Athena House, 601 Delta Business Park, Welton Road, Swindon SN5 7XF
Telephone Number: 0739 358 827 Email: shinebright@jessonchildcare.com
Ofsted Registration 2710160