



Potten End

Breakfast Club

Opening Times & Fees

Monday – Friday

7.45am – 8.40am

£6.50 per child per session

Breakfast will be served until 8.20am

After School Club

Opening Times & Fees

Monday – Thursday

3.15pm – 5.15pm

£12.00 per child per session

3.15pm – 4.15pm or 4.15pm – 5.15pm

£6.50 per child per session

Late collection penalties will apply

For more information, please contact the school office on:

01442 865022

admin@pottenend.herts.sch.uk

Here at Potten End CE Primary School we aim to provide a happy, safe and welcoming place for your children at the beginning and end of the day. The clubs will provide a quiet space (for reading, etc), as well as more structured activities.

Our Breakfast and After School Club operate in line with school policies at all times, including: Positive Behaviour Policy, SEND Policy, and Safeguarding Policy.

We like to promote healthy eating and we offer a wide range of healthy choices to encourage a good balanced diet. For breakfast children can choose from a choice of cereals, yogurts, fresh fruit and fruit juices as well as toast, brioche/croissant. A healthy snack will be served during the After School Club.

Club Activities

Construction, Lego, board games and art and crafts.

Registration & Booking

Registration forms are available on the school website or from the lobby outside the School Office. Once the registration process is complete, the School Office will enable Arbor to accept bookings for your child. Parents/carers may utilise Tax-Free Childcare (or Childcare vouchers) if they wish. Parents/carers will also receive information on how to book and pay for sessions.

Please see the table overleaf detailing when the booking windows open for the whole of the academic year.

Breakfast Club

Each morning a nutritious breakfast will be provided. We hope that the children will be fed, happy and ready to learn.

Breakfast Club will be held in the school hall, run by our own trained staff.

Children in Reception and KS1 will be escorted to their classrooms at the end of the session and KS2 children will make their own way to classrooms.

The cost of Breakfast Club is not dependent on arrival time or if breakfast is not required.

Maximum number of places available per session: 20

After School Club

The After School Club will be run in the Year 1 classroom by our own trained staff.

A snack will be provided. Our selection of food aims to be a healthy balance. Children have the choice whether to have food or not.

The cost of an After School Club session is dependent on arrival time.

Children in Reception and KS1 will be collected from their classrooms at 3.15pm by the After School Club Leader, KS2 children will make their own way to the club. If a child is attending an activity club first, they will be taken to the After School Club at 4.15pm.

Please note that After School Club will not operate on the last day of each school term.

Maximum number of places available per session: 30

Breakfast & After School Club Booking Windows

Term	Term Dates	Booking system opens
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Autumn Term 2025	First half – Autumn 1 4 September - 23 October	Friday 4 July
	Second half – Autumn 2 3 November - 19 December	Friday 10 October

Spring Term 2026	First half – Spring 1 6 January – 13 February	Friday 5 December
	Second half – Spring 2 23 February – 27 March	Friday 30 January

Summer Term 2026	First half – Summer 1 13 April – 22 May	Friday 20 March
	Second half – Summer 2 1 June - 21 July	Friday 8 May

Please note that After School Club will not operate on the last day of each school term.

INSET Days: 3 September, 24 October, 24 November, 5 January & 22 July

Bank Holiday: 4 May

Occasional Day: 23 July