



Breakfast and After School Club Policy

Our Children Can Achieve

Our Core Values:

Ambition, Resilience, Curiosity, Integrity, Respect and Empathy

Aims

- To provide a childcare facility that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued
- To provide children with a nutritious breakfast and/or a nutritious snack and drink at the after school club.
- To have strong partnerships with parents/carers
- To provide a range of structured play activities to engage and stimulate the children.

Organisation

- The Breakfast Club and After School Club Leader is Miss Devey and her team include Mrs Robertson (Year 3 Teaching Assistant) and Miss Goulding (Year 3 Teaching Assistant). Other members of the school staff may be required to cover in the case of staff sickness.
- The Breakfast Club is open Monday-Friday from 8:00am – 8:50am.
- The After School Club is open Monday-Friday from 3:15pm – 5:45pm
- The Clubs are available for all children from Reception to Year 6.
- Breakfast Club takes place in the school hall and After-School Club in the Garden Room in KS1.
- Parents/carers are asked to agree to and sign a contract alongside a registration document for both clubs prior to booking.

Breakfast Club

Children will get a choice of breakfast items including toast, brioche, fruit and yoghurts to begin their day. Parents/carers are responsible for informing the Breakfast Club Leader of any dietary requirements. After the children have eaten, they will have the opportunity to get involved in a number of activities. These include:

- Board games
- Exercise activities (in the hall or outside on the playground or field)
- Lego or construction games
- Comics or books
- Computer activities
- Craft, drawing, puzzles

At the end of the session, children will be taken to their respective classrooms by the Breakfast Club Leader/Staff.

After School Club

Children up to the end of Year 2 will be collected directly from their classrooms by the After School Club Leader/Staff. Children from Year 3 to Year 6 will make their own way down to the Garden Room in KS1.

Any child attending a separate after-school club activity will join the other children attending the activity and at the end of the activity, they will be brought back to the After School Club.

The children will be offered a light snack and drink for example cheese and crackers, sandwiches, beans on toast, pitta pizzas. Parents/carers are responsible for informing the After School Leader of any dietary requirements.

Children will take part in a range of activities during the club. Typical activities will include:

- Sports activities and team games using the hall, playground or school field
- ICT activities using the interactive whiteboard/iPads
- Cooking and baking
- 'Chill out' area where books and comics will be available
- Lego and construction
- Board games
- Art and Craft activities including celebrations e.g. Eid, Mothers' Day

Behaviour

The school rules of Be Ready, Be Respectful and Be Safe as well as the behaviour policy will be followed to ensure consistency for the children at the clubs. We expect good behaviour and respect for others. We use various techniques to encourage good behaviour including praise and rewards such as stickers and certificates.

The Breakfast and After School Club reserve the right to withdraw the service if a child's behaviour is consistently unacceptable.

Booking

Breakfast Club

It is **essential** that pupils are booked into the Breakfast Club via Parent Pay by **at least 3:30pm of the day before** the session required.

There are a limited number of places available and therefore will be allocated on a first-come, first served basis.

After School Club

It is **essential** that pupils are booked into the After School Club by **at least 5:30pm of the day before** the session required. All bookings are made via Parent Pay. The registration form must be completed before a place can be confirmed and is available from the school office or the school website.

There are a limited number of places available and therefore will be allocated on a first-come, first served basis. In an emergency, a child may be booked into the After School Club on the same day but only if it is confirmed that a place is available by the After School Club Leader or the school office.

The After School Club Documents may also be downloaded from the school website. All information provided remains confidential.

The direct number for the After School Club is: 07523 462003

Collection from the After School Club

Collection will be from the KS1 entrance doors. Parents are asked to press the ASC buzzer on the school gate. If there is no answer e.g. due to the children being outside, then parents are asked to ring the After School Club phone number. Children will only be handed over to the person(s) indicated on the registration form. If any other person is collecting the child, the Leader should be notified in advance and a safety password will be provided.

Fees and Payment

Breakfast Club Fees:

8:00 am - 8:50 am £1.00

After School Club fees:

3:15 – 5.45pm £10

- Fees are payable (weekly/half termly/termly) in advance.
- Fees need to be paid via Parent Pay

If, for some reason, payment is not made on arrival at the session in the case of the Breakfast Club or on collection from the After School Club, then payment **MUST** be received **within one school day**. If payment is not received within one school day, parents/carers will forfeit the opportunity to use the club for their child.

Discounts

There is a sibling discount of:

After School Club: 50% for siblings (£5)

All payments for Breakfast Club and After School Club must be separate to each other and to any other school payments. Payments must be directly to the club they relate to.

Fees will be reviewed annually by the Governing Body.

Cancellation

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the school building e.g. no heating or water supplies. In the event of closure:

- A member of school staff will endeavour to contact individuals by telephone by 7:00am
- During adverse weather conditions school closure will be reported on the Lancashire County Council website and all parents are contacted via Class Dojo.

Refunds

There will be no credits, refunds or alternative sessions for sessions booked but not used, even in the case of your child being off school sick. However, if the school cancels the club, a refund will be offered or the chance to carry payment forward into the next week.

Late Collection from After School Club

Collection after 5.45pm will incur an extra charge of £10 for every 10 minutes.

If a child is not collected by 6:15pm and the After School Club has not been able to establish contact via the parents/carers' numbers or via any emergency contacts then the school's non-collection protocol will be followed which will involve contacting Children's Social Care.

Staffing

Staffing follows appropriate ratios for the ages of the children. There is always another member of staff on site to support in case of emergencies or other incidents until the After School Club closes at 5.45pm. A Designated Safeguarding Lead will be available in person or on the phone to support with any concerns that may arise.

Safeguarding and Health and Safety

- In accordance with safeguarding arrangements, all staff involved in the running of the Breakfast and After School Clubs have current DBS clearance and have also received statutory child protection training and Paediatric First Aid training
- All staff follow existing school policies and procedures for safeguarding, child protection, the code of conduct, health and safety policies and fire safety procedure.
- Where ICT equipment is used, they also follow the school's E-Safety policy and procedures.

Communication with Parents

- Staff will communicate verbally with parents/carers bringing children, which may involve passing a message to the class teacher.
- There is a designated Breakfast and After School page on Class Dojo where information and photos will be shared

Accidents and Illnesses

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible. Basic first aid will be given by a qualified member of staff and an accident form filled in.

Medication

The Clubs follow the school's Medical Conditions in School policy, which includes guidance and procedures on medicines in school and individual health care plans (IHCPs), and Asthma policies and procedures.

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equality policy.

Complaints

All complaints will follow the school's complaints policy.