



## **Breakfast and After School Club Policy**

### **Aims:**

- To provide a happy, welcoming place at the start of the school day where all children are valued.
- To support working parents by providing an affordable childcare facility
- Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at Breakfast and After School Club.

### **Opening Times:**

Breakfast Club - Monday to Friday 7.45am – 8.30am. Term time only.

After School Club - Monday to Friday 3pm -4.30pm. Term time only.

Tea Time Club – Monday to Friday 3pm-5.45pm. Term time only.

### **INSET Days:**

Breakfast and After School club will not operate on staff development days

### **Admissions:**

The club is fully inclusive for all children. Any parent/guardian with a child that has any additional or special needs should inform the school office. This is so that any child can be appropriately welcomed into the club.

### **Booking and Payment Arrangements:**

Money to be paid weekly, monthly, half termly or termly on the first day of attendance.

After one week of non-payment a letter will be sent asking for outstanding amount. If, at the end of the second week there is still no payment and no explanation, then the child / children will not be able to attend.

Fees will still be charged for absences unless the club is closed.

If the club is used in an emergency or one-off basis payment must be received on the day. The breakfast and after school club reserves the right to prevent any child's attendance to the club if at any time if they are not acting in a disciplined and responsible manner. Fees in this case will not be refunded. We also reserve the right to cancel Breakfast Club and After School Club, where numbers are insufficient, fees in this case would be refunded.

### **Location of Breakfast Club:**

The club sessions are held in the classroom. Staff ensure that all areas are left clean and tidy at the end of the club session.

### **Location of After School Club:**

The club sessions are held in the afterschool club room. Staff ensure that all areas are left clean and tidy at the end of the club session.

### **Behaviour:**

The School Policy and Rules with regard to behaviour are followed to ensure consistency for the children at the club. If a child continually behaves badly the school reserves the right to withdraw the place.

### **Communication with Parents:**

Occasionally, Breakfast and After School Club will feature in the School's termly newsletter. Letters will be sent home at the end of the school day regarding Breakfast and After School Club, if parents need to be informed of anything.

**Staffing:**

The staff work together to ensure that the children have activities to occupy themselves with and that they are playing safely. They organise the cleaning of all of the equipment required to run the breakfast and after school club and prepare the food.

In addition to Breakfast Club staff, other school staff members are on site from 8am onwards.

Staff levels may fluctuate to meet current needs. If a member of staff is absent, they must ring a member of the SLT who will arrange any necessary cover. All staff have a DBS check, are trained in Basic Food Hygiene and have certificates. Staff are identified by a lanyard with their photo and name.

Our staff: child ratio is 1:8.

**Routine for Breakfast Club:**

- Children should enter Breakfast Club via the main entrance
- A register will be taken
- They will be given a choice for breakfast
- Once they have eaten, they will clear their own cup and plate away from the eating tables and take them to be washed up by a member of staff
- During their time at the club they will have the choice of activities in which they may wish to participate

**Routine for After School/Tea Time Club:**

- Children will be brought from their class into the afterschool club room
- A register will be taken
- A snack will be provided during the earlier session
- Once they have eaten, they will clear their own cup and plate away from the eating tables and take them to be washed up by a member of staff
- During their time at the club they will have the choice of activities in which they may wish to participate
- If your child is staying until the later time of 5.45pm, they will be given a meal once all the 4.30pm children have been collected

**Parental and Pupil Feedback:**

The school values any parental or pupil opinions and welcome feedback about how the club is run. Please talk to staff or make an appointment to speak to the Headteacher.

**Complaints Procedure:**

All complaints in writing by a parent regarding the breakfast club will follow the school complaints procedure.

**Cancellations:**

Cancellations would be due to school closure due to adverse weather conditions, problems with the building. For example: no heating or water supplies, or unforeseen circumstances. In the event of a cancellation: - A member of the school staff will endeavour to contact individuals by text or phone by 7.30am - School closures are reported locally on the radio

**Breakfast and After School Club Menu:**

Our selection of food aims to be a healthy balance. Children have the choice whether to have food or not, although they are encouraged to do so. The registration form will detail any specific requirements a child has. The school abides by the guidelines set by the School

Food Trust. Further information regarding the Schools Food Trust can be found at [www.schoolfoodtrust.org.uk](http://www.schoolfoodtrust.org.uk).

**Emergencies:**

As part of the membership form parents will be asked to complete emergency contact numbers to enable Breakfast Club staff to contact them in case of emergency.

**Fire Procedures:**

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground. The club's register for the day will be called and all names will be checked. There will be a fire practice in accordance with the School's emergency fire and evacuation policy

**Safety & School Policies**

**Health and Safety:**

Breakfast and After School club is run by the school and the existing Health and Safety Policies will be followed. The hall area will be checked regularly by staff to ensure the safety of the children.

**Risk Assessment:**

A separate risk assessment has been completed for Breakfast and After School Club sessions and activities.

**Equal Opportunities:**

Breakfast and After School club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. All children and their families will be treated with equal concern and value.

**Safeguarding:**

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast and After School Club will have a current DBS clearance. These records are held in the school office. Breakfast club staff will follow existing school policies and procedures for child protection and the code of conduct.

**Policies and Procedures:**

Breakfast and After School club will follow the school's own policies and procedures and these are available from the school office.

**Accidents:**

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. Breakfast and After School club will follow the school's first aid policy.

**Medication:**

Medication will be administered according to the existing school policy on medication.

Policy Review: This policy will be reviewed and evaluated by the School's Senior Leadership Team and will be reviewed every two years.