



St Mary's CE Primary School

Breakfast Club and After School Club Policy and Procedures



Reviewed: September 2022

1. INTRODUCTION

Feedback from the Parent/Carer Questionnaires showed that many parents would benefit from the school offering extended school provision at the start end of the school day. Only children attending St Mary's Primary School can attend the Breakfast and After School Clubs.

2. AIMS AND OBJECTIVES

To provide wrap around care which supports families by providing a safe, healthy and useful environment for pupils before school (from 7:30am) and after school (to 5:30pm) on school days.

3. RESERVING PLACES AND PAYMENT

To attend the clubs, Parent/Carers need to reserve and pay for places at least one week in advance via the School Gateway. For Breakfast Club, there is a choice of two sessions which run from 7:30am to 8:40am and 8am to 8:40am. At the end of the session pupils go straight to class.

- Money is not refundable for absence due to illness or other family commitments, including term time holidays.
- Cancelled sessions will only be refunded if a minimum of one week's notice is given.
- Money is refundable however for reasons caused by the school e.g. school closure, residential visits.
- Parents may reserve places every day of every week or for a specific combination e.g. every Monday or every Wednesday etc. It does not have to be a set weekly pattern.
- Prices per session PAYABLE IN ADVANCE are:
 - Breakfast Club starting 7:30am £5.75
 - Breakfast Club starting 8am £2.75
 - After School Club £6.00
- Payment can be made online through the School Gateway or via Childcare Vouchers.
- The clubs are unable to take bookings or payment at the door.
- Places are limited, though depending on demand, provision could expand in the future
- Parents may contact the F.I.S.H. Helpline for advice on reclaiming costs back via Working Families Tax Credit. Tel: 396469

4. ORGANISATIONAL PROCEDURES

In summary the arrangements are as follows:

- The school office will provide the Club Supervisors with the daily register so that Club staff are secure in the knowledge of which children should be attending.
- Parent/Carers are responsible for ensuring the safe arrival and collection of children from the clubs.
- Breakfast Club entrance is via the door to the Key Stage 1 Hall **not** through the main doors.
- At 7:30am the door will be open and parents will register their child(ren) into the club. Access before 8am is only available for those booked on to the session starting from 7:30am.
- No responsibility will be taken for pupils before this time.
- The last time of entry for the Breakfast Club is 8:30am, although, if your child needs breakfast, they must be at school by 8:15am.
- After School Club collection is via the Key Stage 1 Hall door (access via the pedestrian gate to the Key Stage 1 playground) by parents/carers, **not** via the main school entrance. There is a remote bell.
- Children may be collected from After School Club at any time up to 5:30pm.
- Children will be taken to the After School Club by a member of staff from their class.
- Children will sit at tables where food will be delivered to them.
- Regular late collection will not be accepted. After a written warning, continued late collection will result in a place being withdrawn and payment returned.
- Breakfast will be served in the hall to include: Fruit juice, toast, a choice of cereals and milk
- Snacks offered at After School Club to include, for example: Sandwiches, toast, fruit, yoghurts, biscuits and buns. Orange juice, apple juice, milk and water will also be available.
- Activities will include: sport, reading, art and craft, games and watching children's DVDs. Children will also be able to complete homework if they wish. Table-top activities will also be available.
- Some activities may take place on the playground.
- After 4:30pm the After School Club can be contacted on 07895 480684.

5. STAFFING

Minimum adult/pupil ratio is 1:15. Staffing will include:

- An Out of School Club Supervisor, named person in charge and first aider;
- Out of School Club Assistants;

6. THE ROLE OF THE HEAD TEACHER

The Head Teacher is ultimately responsible, though the Assistant Head Teachers may act on the Head Teacher's behalf.

It is not expected that a member of the Senior Leadership Team is on site whilst the club is in operation, though usually this is the case.

7. BEHAVIOUR

The Clubs are subject to the same policies, procedures and expectations that apply to the school as demonstrated through the school's Behaviour Policy.

The following additional points should be noted however:

- Parent/Carers must guarantee their children's good behaviour. Attendance is not a statutory requirement and no extra support can be provided by the school for individuals. Pupils with additional needs will be considered on an individual basis
- Pupils who significantly misbehave will be, after one written warning, removed from the register and payment reimbursed.

8. UNRESERVED ATTENDANCE

If a child arrives at the club without prepayment, the child will not be able to attend the club. The Out of School Club Supervisor will report this to the school office who will contact parents directly.

9. DIETARY REQUIREMENTS

Staff must make themselves aware of any pupils with special dietary requirements including allergies. These are displayed clearly in the Kitchen and in the Out of School Clubs file.

Future dietary requirements will be addressed as they arise through the school's procedures for dealing with medical requirements.

10. ANTI - DISCRIMINATION

The clubs are subject to the same policies and procedures that apply to the school's Equality Policy. It is subject to the same procedures regarding the reporting of any incidents which are discriminatory in any manner, based on Race, Nationality, Gender, Disability or Sexual Orientation.

Most importantly:

- All staff should be vigilant at all times, in order that discriminatory behaviour does not go undetected
- All staff should investigate any allegations of discrimination and take the child's concerns seriously. Discriminatory attitudes must be challenged
- All staff should take action as soon as possible and ensure that all interaction is carried out privately, i.e. away from the group
- Staff should remain calm and take time to listen impartially to all involved
- Staff should avoid labelling pupils such as 'racist' and 'victim' – after an incident both pupils may need support to rebuild or reinforce self-image and esteem
- All reports of discriminatory incidences must be recorded and a note made of any action taken. The school will invoke sanctions as detailed in the Behaviour Policy
- Information relating to all incidences of discriminatory behaviour will be retained by the school and used for analysis.

11. STAFF ABSENCE

Staff must inform the Breakfast Club Supervisor and Headteacher of absence by 7am. The Breakfast Club Supervisor must inform the Headteacher of absence by 7am. The Breakfast Club Supervisor will arrange for cover if needed.

After School Club staff must inform the school as per the staff absence policy of absence. The After School Club Supervisor or the school office will arrange for cover.

There must be a minimum of two staff present with a minimum adult: pupil ratio of 1:15

12. CHILD PROTECTION AND SAFEGUARDING

The Clubs are subject to all the same regulations, processes and procedures as described in the school's Child Protection and Safeguarding Policy and in all associated policies.

The Clubs are also subject to all relevant Risk Assessments and has its own specific Risk Assessment.

Fire practice will be held on a termly basis. The assembly point is on the Key Stage 1 Playground.