



Treales CE Primary School

Breakfast and After-School Club Policy

Last Updated	May 2024
Updated by	L Hill
Approved by Governing Board	20.5.24
Date to Review	April 2025

After School Club staff carry a calls only mobile phone so that parents of children in After School Club can contact staff in an emergency. This number will be circulated to parents using After School Club each September and should only be used from 4pm if the main school number is not answered.

Breakfast Club and After-School Club Policy

Purpose of the policy

- To describe how the school delivers a breakfast club and after-school club service which is affordable, sustainable and of quality.

Aims

Through our Breakfast Club and After-School Club we intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups and work together cooperatively.
- Ensure each child feels happy, safe and secure, allowing them to learn and develop freely in a play centred environment.
- Encourage children to take responsibility for themselves and their actions.
- Encourage children to develop positive attitudes and respect for themselves and others, in an environment free from bullying and discrimination.

Hours

- After School Club runs during term time Monday-Thurs, starting at 3:30pm closing at 5:25pm Fri 3.30pm – 4.30pm.
- Breakfast Club starts at 7.45am until school begins at 8.45am.
- Children can be collected at any time during the hours the club runs.
- Children will make their own way to the club at the end of the school day, unless there is a need for an adult to accompany them (Oak class).

Charges

7:45-8:45am Extended Breakfast Club - £4.00

3:30-4:30pm After School Club - £4.00 per child

3:30-5:30pm Extended After School Club - £7.00

Places that are cancelled with less than 48 hours' notice will not be refunded.

Admission, booking procedures and payment of fees

- Children must be registered at Treales CE Primary School and all consents completed before they can be booked into wraparound care provision.
- Booking must be made and paid for via School Spider. Bookings can be made up to one hour before the session starts and changed up to two hours before.
- Places are allocated on a first come first served basis and are based on availability of staff to child ratio. The number of places available will be displayed on School Spider. If the session cannot be seen, this means the session is fully booked.
- The club is open to all children enrolled from Reception to Year 6.
- One-off late requests need to be confirmed with school via telephone. If a place is available for your child the fees must be paid as soon as the invoice has been raised on School Spider.
- If a session has not been paid for, in advance, we reserve the right to refuse the child, and a member of staff will contact you to arrange immediate collection.

- If a parent is having trouble with payment of their fees, they should contact the headteacher as soon as possible.
- In the unlikely event that there is debt against an account, the place will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with the Headteacher, and subject to availability.
- Some concessions may be available. Please arrange a meeting if you would like to discuss this.

Absence and refunds

- If your child has been booked into Breakfast Club or after School Club in advance and they are absent from school, the fees are still payable.
- In the event of a refund, this will be returned via School Spider and not in cash.

Venue

- Breakfast Club and After-School Club is based in school. This may be the hall, library or outdoor areas.
- If Breakfast club and After-School Club is being based in a different location, such as during parent evenings, signs will be displayed informing parents where to collect their children.

Register and Collecting

- A register of children who attend each club is taken at the start of each session. This register is kept by the staff member in charge of the club for the duration of the session then stored in the office.
- Parents should collect their children via the main back entrance.
- If a parent is unable to collect their child as arranged, they must ring school.
- If someone else will be collecting your child, the After School Club staff or office staff must be informed.
- Authorised Collection forms need to be completed for each child before attending Before and After-School club. These are the same forms used for general collection from school and can be updated anytime at the school office.

Late collection from After School Club

- If a child is picked up late a charge of £3 will be made for every 15 minutes beyond the collection time. This will commence from the third time the child is collected late.
- If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the police and Social Care will be informed.

Snacks

- There will be time for children to eat a healthy snack prepared by staff during the registration period at the beginning of the session.
- Fresh drinking water is available to the children at all times.
- Wraparound care clubs use the information from pupil data forms to form the allergies and medical list. If your child has any needs that staff need to be aware of,

it is the parents' responsibility to update their child's records in writing via the school office.

Activities/ Provision

- A range of activities are planned each session for the children. These may include role-play, creative, reading, computers/iPads, learning & discovery, outdoor activities, movies as well as an opportunity to complete homework.
- The age of the children is considered when planning activities to ensure they are appropriate.

Behaviour

- Children and staff are expected to follow the school policies whilst attending the After School Club.
- The school's behaviour policy will be followed. Only in extreme cases will a child be excluded for a fixed term or permanently.

Health & Safety

- Staff must follow the school's Health and Safety, Online Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- The procedures to follow in the event of a fire or evacuation are the same as school procedures.
- All staff must make themselves familiar with the above documents.
- In case of emergency (such as medical or missing child) the headteacher will be informed immediately, and procedures followed.

First Aid

- There must be a qualified paediatric first aider on site during sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded in the school's accident book and a medical form will be completed. The accident will be reported to the parent/carer when collecting their child.
- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff must be made aware of the children who have Individual Health Care Plans and what they contain.

Staffing

- All staff will adhere to the Staff Code of Conduct and all school policies.
- The maximum number of children will not exceed a ratios outlined for the children's ages.
- All staff are DBS checked and must attend Child Protection induction and/or training. All staff must be familiar with the Child Protection and Safeguarding Policy and related documents and be clear about how to deal with safeguarding concerns.
- Staffing arrangements are considered to meet the needs of children who have special needs

Breakfast Club is supervised by: Mrs Antell – Breakfast Club lead

Breakfast club assistants will be employed from existing school staff

After School Club is supervised by: Miss Suffolk - After School Club lead

After school assistants will be employed from existing school staff

In addition to Breakfast club staff, other school staff members are on site from 7: 45am at the latest onwards

Staff levels may fluctuate to meet current needs.