



Breakfast and After School Club Policy

Policy:	Breakfast and After School Club
This Policy was approved:	January 2022
This Policy will be reviewed:	January 2023
Governor committee responsibility:	Governing Body

Aims:

To provide a happy, welcoming place at the start and end 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 Club and after school club.

Opening Times:

Monday to Friday 7.45am – 8.45am. Term time only. Breakfast stops being served at 8.30am. There is currently a ratio of 1:8 for children under 8 years old and 1:10 for children 8 years and above. We operate a booking system for both clubs and if the numbers of children go over the ratios, then additional staffing will be allocated.

INSET Days: Breakfast club and after school club will not operate on staff development days.

Admissions: The club is fully inclusive for children from Reception to Year 6. Any parent/guardian with a child that has any additional or special needs should record these on the membership form. This is so that any child can be appropriately welcomed into the club.

Booking and Payment Arrangements: Attendance at Breakfast and After School Club is logged weekly on ParentPay and payment should be made as soon as possible. If the payment remains outstanding after 2 weeks, then the child / children will not be able to attend again until their account has been brought up to date. We also reserve the right to cancel Breakfast Club or After School Club, where numbers are insufficient. If payment is made in advance and it is necessary to cancel either club, then this will be refunded.

Location of Breakfast Club and After School Club: The Club sessions are held in the dining hall. The school provides 'grab bags' for both breakfast and after school snack.

Behaviour: The School Behaviour Policy and behaviour expectations apply.

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

Staffing: Breakfast Club is supervised by a member of school staff who is fully DBS checked and has undergone the safeguarding and first aid training in line with whole school staff. There are always two members of staff on the premises when the Breakfast Club and After School Club are running; one of them is a DSL.

Routine:

- Children should ring the Breakfast Club Bell and enter Breakfast Club via the main school door.
- Children should register
- They will take the breakfast of after school snack.
- Once they have eaten, they will clear away.
- During their time at the club they will have a choice of activities in which they may wish to participate.
- Children will use the main school toilets and use the 'band system' for this.
- Children will help tidy up equipment at the end of the club.
- The staff will then supervise the children to the cloakroom or classroom for 8.45

Resources:

There are a supply of craft resources, games and tableware. This is kept in the school Hall where the club takes place. All electrical equipment is PAT tested annually.

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 either the Breakfast or After School Clubs will follow the school complaints procedure.

Cancellations: Cancellations would be due to school closure due to adverse weather conditions or problems with the building. For example: no heating or water supplies, or unforeseen circumstances. In the event of a cancellation: A member of school staff will endeavour to contact individuals by text or phone by 7.00am. School closures are reported locally on the local radio station.

Breakfast Menu: Our selection of food aims to be a healthy balance. Children have the choice of 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.

Activities: Each child is encouraged to make their own choices regarding the activities they choose to participate in. Breakfast and After School Clubs offer structured activities as well as free choice.

Emergencies: School held contact details will be used.

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 in a line. 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

Health and Safety: 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 for the Hall: A risk assessment has been completed for activities in the Hall.

Equal Opportunities: The club will follow the school's Equalities scheme and plan. It 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 Club will have an enhanced DBS check. These records are held in the school office. Breakfast and After School Club staff will follow existing school policies and procedures for child protection and the code of conduct.

Policies and Procedures: The 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. The club will follow the school's first aid policy.

Medication: Inhalers are kept in the classrooms. If a child needs their inhaler then a member of staff will escort them to their classroom to observe that the medication has been taken correctly. Other medication will be administered according to the existing school policy on medication.