Breakfast and After School Club Policy and Procedures

Signed by:	
Head Teacher	Mrs Sarah Bitcon
Chair of Governors	Approval delegated to Head Teacher
Date Adopted	22 March 2016
Date of last Review	Autumn Term 2026
Date of Next Review	Autumn Term 2028

Aims

- To support working parents by providing an affordable childcare facility.
- To provide a secure, welcoming before and after-school care facility for children attending Orchard Primary School.
- To provide children with a nutritious breakfast and/or a nutritious snack and drink at the after-school club.
- To provide a range of structured play activities to engage and stimulate the children.

Opening Times

Breakfast Club will operate from 7.15am until 8.40am Monday to Friday, term time only.

After School Club will operate from 3.15pm - 5pm Monday to Friday, term time only.

Inset Days

Breakfast and After School Club will not operate on staff development days.

Staffing

Breakfast and After School Club are operated by members of staff who have received training in health & safety, child protection, first aid, and food hygiene. The minimum staffing ratio is 1:18.

The Head Teacher will ensure that there are suitable contingency arrangements in place to cover emergencies and unexpected staff absences.

All staff involved with the Breakfast and After School Club will undergo the full DBS checking process.

Admissions

Our Breakfast and After School Clubs are fully inclusive for all children attending Orchard Primary School from Reception onwards.

Any parent/guardian with a child who has any additional or special needs should record these on the compulsory registration form; this is so that any child can be appropriately welcomed into the After School Club. There may be an additional charge due to the level of staffing required.

Booking and Payment Arrangements

- The cost of each Breakfast Club session is £4.50 per child.
- Parents may book their child into the After School Club from 3.15pm – 4pm (£4.25 per session), 3.15pm – 4.30pm (£5.50 per session) or (3.15pm – 5pm (£7.50 per session).
- A completed registration form is required for each child attending the Club.
- A child does not need to attend every day.
- A member of staff will keep an accurate record of attendance and will pass this record to the school office each week.
- No child will be turned away from Breakfast or After School Club but if a child has not paid then the parents/carers will be contacted and payment requested. However, children may be prevented from attending after sufficient warning has been given to the parent if fees have not been paid.

- The Head Teacher may use her discretion to confirm that a child may attend for free due to financial hardship or other social issues.

Ad hoc Sessions

Additional sessions for registered children may be booked through the school office if there are spaces available.

Late Collection Fee

In the event of a late pick up from After School Club, parents will incur an additional charge (currently £10.00).

Location of Breakfast and After School Club

Sessions are currently held in the school hall; the library may also be used. The school playground is used when weather permits. Staff ensure that all areas are left clean and tidy at the end of each session.

Routine

- Children arriving at Breakfast Club are signed in by a member of staff. Children in Reception and Year 1 will be taken to their classroom at the start of the school day by a member of staff for registration.
- Children attending After School Club will be taken to the school hall by a member of school staff.
- All children attending After School Club will be provided with a drink and light snack.
- Registers are used to check that children booked in are present. They are also used to record additional bookings and to follow up payment for these ad hoc bookings.
- In case of an emergency where children must be evacuated from the building, the registers will be taken outside the children checked against the register to ensure they are present.
- Children will have a choice of activities in which they may wish to participate.
- Children attending After School Club should be collected by their parents/carers; all pupils leaving the premises must be signed out by the member of staff on duty, and the time written down.

Meals and Snacks

The school is a Healthy School and we abide by the guidelines set out by the School Food Trust. Our selection of food aims to offer a healthy balance.

We will work with parents/carers to provide suitable food for children who have a special dietary requirement as diagnosed by a doctor or dietician. We will take all reasonable care to ensure that a child does not come into contact with certain foods.

Activities

Each child is encouraged to make their own choices regarding the activities they choose to participate in. We will offer structured adult-led activities as well as free choice. Some of these activities may already have been planned and laid out, and others the children can access as they wish. Weekly programmes of activities may include:

- Art and Craft
- Construction and Lego toys
- Board games

- Music
- Physical activities (outdoors)

It is the responsibility of the Club Leader to plan activities suitable for the ages of the children attending.

Accidents

Accidents will be treated by a trained First Aider, and the accident will be recorded on Medical Tracker.

Behaviour

All children are expected to behave well, show respect, be polite, look after equipment and resources, be co-operative and courteous to staff and to each other. The school's policy on behaviour is 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.

Cancellations

All cancellation of sessions with less than 4 weeks' notice will be charged in full.

Closure and Refunds

Breakfast and After School Club may be cancelled at short notice due to school closure for adverse weather conditions or problems with the building, eg no heating or water supplies. In the event of a closure:

- A member of staff will endeavour to contact parents/carers by text or phone at the earliest opportunity.
- The school website will be updated with the relevant information.

This will only happen in an emergency, and for the safety of children and staff; the cost of these sessions will be refunded to parents. Pupils attending a school trip where the children are scheduled to return outside of normal school hours or are attending the Residential Trip will also have the cost of these sessions refunded.

Events run by the Friends (eg school disco) are separate to school and are therefore still chargeable as they are a charitable event.

Refunds will not be given for absence due to sickness, holidays taken or attendance at an After School Club.

Complaints Procedure

If you have any concerns, please speak to the Head Teacher in the first instance; if the matter cannot be resolved, the School Complaints Policy must be followed.

Emergencies

As part of the registration form, parents will be asked to complete contact details to enable staff to contact them in the case of emergency.

Fees and Billing

An invoice will be sent to parents/carers each half term; these should be paid by the end of the second week of the new term/half term. Payments may be made by BACS or Tax Free Childcare.

Fire Procedures

In the event of a fire, children and staff will follow the normal school procedures leaving the building calmly via the nearest 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.

Health and Safety

Breakfast and After School Club is run by the school and therefore existing Health and Safety policies will be followed.

Medication

Inhalers will be brought to After School Club from the classroom and kept in an accessible box. The inhalers will be returned to the classroom by the After School Club Lead at the end of the session each day.

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

Safeguarding

In accordance with safeguarding arrangements, all staff involved in the operation of the After School Club will have current DBS clearance. Staff will follow existing school policies and procedures for child protection and the code of conduct.

Where IT equipment is used, pupils and staff must follow the school's e-safety policy and procedures.

Links to other Policies

- Behaviour Policy
- Charging and Remissions Policy
- Food Policy
- Safeguarding

Review

This Policy will be reviewed every 2 years unless otherwise necessary.