



## **Breakfast Club & After School Club Policy**

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

The Breakfast and After School Clubs are based in the Infant Hall and provide wrap-around care for pupils in Reception to Year 6 at West Blatchington Primary & Nursery School.

### **Aims**

The clubs aim to:

- Support families by providing high quality before and after school provision, from 07:45 until the start of the school day and from the end of the school day until 16:00.
- Provide planned and engaging play based activities.
- Provide children with a healthy breakfast each morning and a light snack at the end of the school day in a safe and welcoming environment.

### **Breakfast Club**

Children are supervised by school staff and are provided with a healthy breakfast. After children have eaten breakfast there are activities for them to participate in, including colouring, games and light physical activities.

The club opens at 07:45 and breakfast is served until 08:15.

Parents must drop their child personally to the Club Staff in the hall, by using the side door in the infant car park. This is for the safety of the children as well as ensuring any messages can be passed to teachers and parents can inform staff if their child has already eaten breakfast.

Children in KS2 will be taken over to the junior building at 08:30.

Children in Early Years & KS1 will be taken to their classrooms for 08:40 when the school day starts.

### **After School Club**

The club opens when school finishes (i.e. at 15:00 for infant children and 15:10 for junior children) and operates until 16:00.

After School Club staff will be collect Early Years & KS1 children from their classrooms, whilst KS2 children are collected from a designated meeting point, before being taken to the infant hall.

Children will be provided with a light healthy snack e.g. fruit/rice cakes and there will be arts and crafts, organised activities, games, and outdoor play in the infant playground (weather permitting).

Parents/Carers must collect children from the After School Club Staff in the infant hall, by using the side door in the infant car park. This is for the safety of the children as well as to ensure that any messages can be passed from teachers to parents.

For parents who may require an after school club until 18:00; the school works with an external provider who offers a collection service. For more information please speak to the school office.

## **Fees**

The breakfast club is £2.50 per session and the after school club is also £2.50 per session.

You can pay for sessions using ParentPay, childcare vouchers or cash.

## **Booking a place at Breakfast and/or After School Club**

To enrol your child into the Breakfast and After School Clubs you must first fill in a Registration Form. Children cannot attend the clubs without doing this as it provides the club staff with vital medical/dietary information and emergency contact details.

Children who turn up on the morning without registering or booking and paying will not be admitted. This is because we have to adhere to strict staff to child ratios and the number of staff working will be based on the bookings we have for that day.

Sessions are allocated on a first come, first served basis and must be booked and paid for in advance. Bookings can be made up to one half term in advance to secure regular places, although ad-hoc bookings can be taken up until 12:00 on the school day before providing there are spaces available.

Booking forms are available on the school website or from the school office, and once completed these should be returned to the office. The school will then check availability for the places requested and return a copy of the form to you, provisionally allocating the places (subject to availability) and requesting payment within 7 days to confirm the booking. Once the school receives payment, the booking is secured. Please note that places are not confirmed until payment has been received in full.

If the school does not receive payment within this time, we will assume that you no longer wish to continue with the booking. Please bear in mind that if you are paying by childcare vouchers or Parentpay, it can take 3 to 5 working days for a payment to clear.

Please ensure you book and pay for your spaces well in advance to avoid disappointment.

## **Waiting Lists**

In the event that a booking cannot be made due to lack of availability, a member of staff will contact you and if the booking request was for a regular place (i.e. not an ad-hoc session), children will be placed on a waiting list.

As and when places become available, these will be offered in accordance with the child's position on the waiting list.

### **Changing or cancelling a session**

If you need to change or cancel a booked session, please give the school one week's notice in writing so that the session can be offered to another child. A credit will be given.

### **Non-attendance**

If a child does not attend for another reason e.g. illness, refunds will not be given. Refunds will only be given in an exceptional circumstance, at the discretion of the Headteacher. If you wish to apply for a refund due to an exceptional circumstance, please put this in writing and submit it to the Business Manager.

### **Collection Arrangements**

Children can only be collected by their parents/carers or by an adult who the parent/carer has authorised to collect, and named on the booking form. If Parents/Carers require an adult to collect who is not named on the booking form, they must inform the school in advance.

In the event that a child is collected by someone who is unauthorised, the parent/carer will be contacted to check whether the person can collect the child. If the school is unable to contact the parent/carer, then the child will not be permitted to leave the building with the unauthorised person. This is to safeguard the children.

Children will not be allowed to walk home unaccompanied unless written permission has been provided to the school in advance by the Parent/Carer.

Children must be collected from the infant hall door to the car park by 17:30. If a child is not collected by 17:30 the school will attempt to contact the parents/carers and any other emergency contacts repeatedly. At 18:00 if the child has still not been collected, the headteacher will be informed and will make a decision as to whether it is necessary to contact social services and/or the police.

Parents/Carers who are late collecting children, will be charged an additional £5.00 per 15 minutes, in order to cover additional staffing costs. Parents/Carers who are regularly late collecting children, may lose their child's place at the After School Club.

### **Healthy Eating**

West Blatchington Primary & Nursery School is a healthy eating school.

Breakfast choices will include cereals (low sugar, and no chocolate/flavoured coatings e.g. rice crispies, wheat biscuits & malt wheats), wholemeal toast, fromage frais, fruit juice and water.

Light snacks during After School Club will vary daily, but an example of the offerings include fruit, rice cakes, cheese or vegetable sticks.

## **Behaviour**

The Breakfast and After School Clubs will operate the Behaviour Policy that is used within the school, along with the token reward system.

## **Parent & Carer Responsibilities**

Parents & Carers are responsible for:

- Making sure that the Breakfast and After School Club is updated with changes to emergency contact details and medical/dietary information. This is in addition to informing the school office.
- Helping to maintain good discipline and uphold the school's Behaviour Policy.
- Informing the Breakfast and After School Club of any changes in circumstances that may affect behaviour.
- Respecting boundaries and confidentiality by not discussing any issues or concerns in front of children. A suitable time to talk can be arranged with club staff or phoned through to the club staff/school office.
- Parents and Carers are kindly asked to inform the Breakfast & After School Clubs of:
  - Sickness absences – by calling 07714 132832 between 07:45-08:30 (as well as informing the main school on 01273 770777).
  - Planned absences.
  - Details of any extended schools clubs that children may participate in on days that they are booked into After School Club.
  - Changes to collection arrangements.
  - If your child has eaten breakfast already (if attending Breakfast Club)

## **Contacting the Breakfast and After School Club staff**

The Breakfast and After School Club staff at the club can be contacted directly on 07714 132832 between 07:45-08:30 and 15:20-16:00 The school office is open from 08:30-15:30 and can be contacted on 01273 770777.