



**St Edward's C of E
Primary School**
Exploring faith, life and learning



St Edward's CE Primary School
BREAKFAST AND AFTER SCHOOL CLUB
POLICY

**St Edward's Primary School Breakfast
and After School Club Policy**

2023-2024

AIMS

The aim of our Breakfast club/After School Club is to provide a secure, welcoming, before and after school facility for children whose parents are unable to bring their children to school at 8.50 am and collect at 3.15/20pm and to improve the attendance and punctuality of target children and families.

OBJECTIVES

- To provide a welcoming, safe, secure environment for pupils before and after the school day
- To encourage children and families with persistent attendance and punctuality issues to attend school more regularly and to be in school on time.
- To enable pupils to eat breakfast before the start of the school day in a pleasant and safe environment.
- To employ caring supervisory staff
- To provide a calm environment for those pupils.
- To provide an affordable service for working parents.

PROCEDURES

Staffing

There are two breakfast club managers and 2 play workers in attendance from 7.00am. They are all qualified from a level 3 upwards with the relevant qualifications, in both early years and primary years and first aid. In addition to this the school cleaner and caretaker are on site from 6.00am.

Senior members of staff are on site from 7.30am.

There is 1 after school club manager and a number of play workers depending on the number of children present each day.

Contingency arrangements for staff absences and emergencies

If a member of staff is absent, she/he must contact one of the Breakfast/After School Club managers who will arrange for a member of staff to cover and the Head teacher should also be notified. The Head teacher will be notified of any staff changes.

Booking arrangements

Parents email on the Monday, the week before, to enquire about booking their child into the service. Priority is given to ongoing bookings.

Our current costings are as below:

7.30 am – 8.45 am £4.50.

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Collection before 4.30pm £5 Siblings £4.25

Collection after 4.30pm £7.50 Siblings £6.50

Payment of Fees

Fees are to be paid in advance online or using our teacher to parents app. If a child is ill there will be no payment taken if the club has been notified by **7:15am** on the day of illness via email.

If a place has been booked and not attended without prior notice of 24 hours, payment needs to be made for their booked session. The parent signing the clubs registration form is known as the 'contracting parent' and is responsible for payment of all fees. If a parent is experiencing difficulty with payment of their fees, they should contact the Business Manager office@stedwardsce.rochdale.sch.uk as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

We do have the capacity to take childcare vouchers. Sessions will be 'released' for booking on a termly basis. Sessions will be given as a priority to those who have already accessed the service on a regular basis. All other sessions will be allocated on a first-come, first-served basis. Parents can change or cancel their sessions up to 24 hours prior to their child attending a specific session without incurring a charge. Any change or cancellation after this point is non-refundable.

Please note no account should be in arrears, and payment needs to be upfront. If your account is more than two weeks in arrears, your child will not be allowed to attend Breakfast or After School Club.

Use of registers

Access to Breakfast Club will be through the hall entrance door, where a member of staff will greet your child with a smile, sign them in, and sanitise their hands. When dropping off children, we request that only one parent enters the foyer. The Breakfast club manager will register the children.

After School Club staff will register the children on arrival from their classrooms and children be signed out by a parent.

Newcomers are added to the register as soon as a registration form has been completed. One of the Breakfast Club/After School Club managers retains the registers which are kept in a locked cupboard in the school staffroom. At the end of Breakfast Club/After School Club the manager tallies the numbers attending. In case of an emergency where children have to be evacuated from the building, the register is to be taken and the children checked against the register to ensure they are present.

Organisation

Groups

All children are allocated in the main dining hall for their breakfast, and then move into the main Hall for the day's activities that the children can do independently as well as promote their social skills and team work. Emphasis is laid on good table manners and behaviour throughout. Children are free to use the toilets if required.

In After School Club all children are located in the main dining hall for their registration and snacks, and then move into the main Hall/ Year 4 classroom and KS1 playground for the afternoon's activities that the children can do independently as well as promote their social skills and team work

In Breakfast club all activities are cleared up by 8.30 am so that the children can then engage in our daily 'Wake Up Shake Up' exercise session before they are then escorted to their classrooms.

Resources

Breakfast Club and After School Club resources are kept in a cupboard in the hall.

Communication with Parents

On a daily basis there is verbal communication with parents/carers when bringing children into Breakfast club and After School Club. Parents may make appointments with the Head teacher/ to discuss matters pertaining to the clubs via the school office.

Records of staff

In accordance with the Children Act Regulations, the address and telephone numbers of employees of the Breakfast Club and After School Club are kept in the School Office.

Fire Procedure

Children should exit the dining room and hall through the nearest fire exit doors and assemble on the KS1 playground. All registers will be taken out to ensure all children are out of the building.

First Aid

If First Aid is administered by a qualified first aider, the treatment given is recorded on a medical treatment form. Copies of accident forms are sent home with the child that day to keep parents informed. Copies are kept in school. PPE to be worn at all times when dealing with a first aid issue.

Medication

Inhalers are kept in the children's classroom. If a child needs an inhaler, a Club worker will accompany him/her to their classroom. It is the duty of parents to inform school fully of any medical conditions that may affect a child in school. This information should be handed in to the school office immediately.

N.B A school inhaler will be used in any situation where a child is in need of one, and they do not have access to their own medication.

Safeguarding Policy

All Club staff have completed safeguarding training and they adopt the schools Safeguarding policy. Members of staff have all been given DBS clearance and undertaken appropriate first aid and food hygiene training. Separate photographic consent has been sought for all pupils attending the Club.

Health and Safety Policy

Breakfast and After School Club operates under the school Health and Safety Policy and appropriate Risk Assessments have been undertaken for different aspects of the club. Pupil registration forms including allergies and emergency contact information is held by the Club managers, who have the use of a school phone to use when necessary. Members of staff have undergone Level 2 Food Safety and Hygiene training, First Aid at Work qualification and Fire Awareness training.

Confidentiality of documents/registers

Confidential documents are kept in a locked cupboard in the staff room. This cupboard can only be accessed by the managers of the club.

Complaints

All complaints need to be made in writing by a parent of a child attending the Clubs and sent via the office email address. It will then be promptly dealt with, using the schools complaints procedure.

Related Whole School Policies:

Breakfast and After School Clubs are an extension of the school, so all school policies apply to the running of this provision. Of particular note are:

- Safeguarding and Child Protection Policy.
- Equal Opportunities Policy.
- Health and Safety Policy.
- First Aid and Administration of Medicines Policy.
- Online Safety Policy

Reviewed February 2024