



**“Let your light shine” Matthew 5:16**

## **Governor Policy 28**

### **Breakfast & Afterschool Clubs Policy**

- **Policy adopted and agreed: July 2018**
- **Review undertaken by Finance Committee**
- **Adopted by Governing Body: July 2021**
- **Policy Review Period: Every Three Years**

All Saints Primary School provides a Breakfast Club and an Afterschool Club, available to all pupils of the school.

We are able to offer provision for pupils between the ages of 4 – 11 on Monday to Friday during term-time from 7.45am to 8.45am for Breakfast Club and 3.30pm to 4.30pm for Afterschool Club.

#### **Bookings**

Parents must complete a booking form before their child/children can attend the club(s). You must include contact number(s) and details of any dietary requirements. These are available from the school office or on the school website.

All Payments for the club **must** be made in advance either on-line or by cash or cheque to the school office.

We appreciate that sometimes, emergencies occur and we will keep some places available each day for such circumstances. Please notify the school office as soon as possible, if you require an emergency place.

#### **Costs**

Fees are currently charged at £3.00 per session for the Breakfast Club and £3.00 per session for the Afterschool Club. There is no 'sibling' discount. If a parent is unable to collect their child at 4.30 after an Afterschool club, they must inform the School Office otherwise a late charge may be incurred – charged at £1 per 15 minutes.

#### **Breakfast Club**

Children will get a choice of cereals, fruit and fruit juice. Parents/Carers are responsible for informing the Breakfast Club member of Staff of any dietary requirements or allergens.

#### **Staffing**

We have fully qualified staff for both Clubs that will care for the children and will facilitate lots of different fun activities. All staff have Enhanced checks under the Disclosure and Barring Service (DBS), first aid qualifications and follow all the policies and procedures of the school.

## **Arrivals and Departures**

The safe arrival and departure of the children in our care is paramount. Staff will ensure that an accurate register is kept for all the children who may be attending the club. For Breakfast Club, the children arrive with their parents at the main school entrance. If a child is booked into the Afterschool club, but does not turn up for registration, the member of staff will check in the first instance, whether the child attended school on that day, before contacting the parents/carers of the child. It is essential that your child is collected from the club on or before the end of each session at 4.30pm. If a problem should arise, it is important that the staff are made aware of this as soon as possible and a fee may be charged for late collection. All children attending the Afterschool Club, should be collected from the main school entrance. Children can only be collected by an adult who has been authorised to collect them on their registration form. Children **will not** be allowed to leave on their own.

## **Fees**

Any queries regarding fees should be directed to the School Administrator in the first instance. If fees are not paid, school will speak to the parent/carer, requesting payment. Where there is continued late payment, school will contact the parent again and the child's place may be withdrawn.

## **Snacks and Drinks**

All the children attending the Afterschool Club will have access to drinking water at all times. Your child may bring a healthy snack with them.

## **Clothing**

For all sporting orientated Afterschool Clubs PE / sports kit must be worn. A suitable coat should also be provided.

## **Accident Procedure**

Parents will be informed of any accident involving their child that has been entered into the accident book. A bumped head letter/accident letter will be given to the adult collecting the child.

## **Medical Treatment**

If a child needs hospital treatment parents will be contacted immediately. If parents or other family members cannot be contacted, a member of staff will accompany the child to the hospital and parents/carers will be contacted as soon as possible.

## **Medication**

The Clubs follow the School's Supporting Children with Medical Conditions policy which includes guidance and procedures on medication in school

## **Health and Safety**

- Children will be supervised at all times.
- A register will be kept of children's attendance and emergency contact numbers kept on file.
- A child's whereabouts will be known at all times e.g. going to the toilet or out of the room for any reason.
- Outdoor activities will be well supervised and ratios of adults to children will be in accordance with regulations.

## **Behaviour**

The Club member(s) of staff follow the schools behaviour policy and parents will be informed by staff, of any incidents of unacceptable behaviour. Bullying will not be tolerated and any incidents will be dealt with sensitively. If a child continues with persistent inappropriate behaviour that cannot be managed or controlled, the staff will contact parents and ask for the child to be collected.

## **Safeguarding**

Both Clubs follow the Schools Safeguarding Policy, a copy of which is available on the schools website.

## **Other Policies**

Both Clubs follow all other school policies and procedures.

*This policy should be read in conjunction with the Single Equality Policy. The general equality duty requires that, in the exercise of their functions, schools must have due regard to the need to eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act 2010. This school endeavours to advance equality of opportunity and foster good relations for all*