



# **Breakfast & After School Club Policy**

**Implementation Date – Sept 2020**

**Review Date – Sept 2022**

### 1.) Introduction:

The Breakfast and After School Club are run by St Michael's Community Academy and their staff aimed at providing high quality, affordable wrap around care for working parents. It is an extended school activity designed to allow children to be in school before the school day begins and after it finishes, Monday to Friday during term time only. Children are offered a choice of food and drink at both breakfast time and after school. They are encouraged to be independent and to make decisions for themselves about their choice of food, drink and informal activity. We also encourage the children to develop social skills through play together as a whole group or and in small group, table top activities.

### 2.) Organisation:

Breakfast Club is open to pupils attending St Michael's Community Academy. **Our club is free of charge** to all pupils and no pre-booking is necessary.

The club opens from 7.40am until 8.30am, with breakfast served until 8.15am. Our selection of food aims to offer a healthy balance. Children should arrive no later than 8.20am to enable staff to clear food and clean before the start of the school day. Our club is held in the school hall. At 8.30am children will then be taken to their classrooms ready for the start of the school day. Children will be signed into the club by an adult as soon as they arrive.

Our After-School Club is open from 3.00pm and will **need to be pre-booked**. A club staff member will collect all children from their classrooms immediately prior to the end of the school day and will escort them to the club. A warm drink and snack will be offered to the children and they will then be able to choose an activity or take part in one of our structured activities on offer. A timetable of these activities will be provided to parents. When parents collect their child they will be asked to sign their child out.

### 3.) Registers and Records held:

On registration of a child to the after-school club, parents will sign an agreement/registration form to adhere to the terms of this policy. Parents will give details of nominated individuals who are authorised to collect their child and information will also be gathered of any relevant medical conditions, the parent's contact details, an additional emergency contact name, address. It is the responsibility of the parents to ensure that staff are informed of contact changes. These records will be held securely in the club area and in line with GDPR requirements.

An attendance register is taken as children enter the club. Club staff retain the registers which are kept in the area.

**In case of an emergency where children have to be evacuated from the building, the register will be taken with the children to the emergency assembly point.**

### 4.) Staffing and Supervision:

The children are adequately supervised at all times in accordance with recommended ratios.

Breakfast Club is run by:

**Mrs Mandy Twadell**

**Mrs Sam Jones**

**Mrs Dawn Moran**

**Mrs Michelle Sharp**

After-School Club is run by:

**Mrs Mandy Twadell**  
**Mrs Sam Jones**

**A member of the school senior leadership team is always available during club hours to attend if needed.**

All members of staff are DBS checked. At least one member of staff on duty holds a current first aid certificate. At least one member of staff on duty has completed the food hygiene course.

#### **5.) Hours:**

##### **Breakfast Club:**

Monday to Friday 07.40 – 08.30. Term time only.

Breakfast stops being served at 08.20am.

##### **After School Club:**

Monday to Friday 15.00 – 17.30. Term time only.

#### **6.) INSET Days:**

Breakfast and After School Club will not operate on Inset Days.

#### **7.) Admissions:**

Both clubs are fully inclusive for children from Reception to Year 6. Any parent/carer with a child that 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 club.

#### **8.) Booking and Payment Arrangements:**

- A completed registration form is required for each child attending after-school Club.
- Places in the after school club are allocated on a strictly “first come, first served basis.”
- Bookings are charged according to set collection times –
  - 16.00 - **£2.50**
  - 16.30 - **£3.50**
  - 17.00 - **£4.50**
  - 17.30 - **£5.00**
- If parents are late to collect, and have not let the school office know before 16.00 they will be charged to the next time slot. **For example**, the cost for a child collected at 16.15 instead of 16.00 will be charged £3.50.
- It is very important that the club finishes by **17:30** due to the need for school to close. For children still not collected by 17.45 there will be a set late collection penalty charge of an **additional £5.00** and this will increase for every minute after this time by **£1 per minute**. **Parents are therefore urged to contact us at the earliest convenience if they know that they are going to be late or delayed in getting to school**. This will be billed directly to the parent through their school money account.
- Payments should be added to school money account in advance of the booking being attended. Payments should be made on a Monday for weekly ad hoc bookings and at the beginning of the month for our regular booked in children.
- A child does not need to attend every day.
- A member of the Club will keep an accurate electronic record of attendance and payment. The School Office and parents have access to these records at all times.
- No child will be turned away from breakfast club.

- Parents who have not paid will be contacted each week requesting payment by staff. If arrears go beyond 1 week, then the child will not be able to attend club until the arrears on account are made via school money or to the school office.
- It will be at the discretion of the Principal to confirm children who may attend the after-school club for free due to financial hardship or other social issues.

#### **9.) Behaviour:**

The school policy and rules with regard to behaviour are followed to ensure consistency for the children at Breakfast and After School Club.

#### **10.) Parental and Pupil Feedback:**

St Michael's Community Academy values any parental or pupil opinions and welcome feedback about how the club is run. Feedback forms can be provided by the school office.

#### **11.) Cancellation of Club:**

The main cause for cancellations would normally be school closure due to adverse weather conditions or problems with the building. For example: no heating or water supplies. In the event of a closure a member of school staff will endeavour to contact individuals by text or phone by **7.30am**.

Unpredictable events may occur during the working day that will result in the club needing to be cancelled. The school Principal will take this decision after considering all possible alternatives.

On some occasions it will be necessary to move the club to a different location within the building, for example on parents evenings.

#### **11.) 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.

#### **12.) Equal Opportunities:**

Breakfast and After School Club 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. Please see the school **Equality and Diversity Policy** for more details on the whole-school approach taken at the academy (available on the school website).

#### **13.) Policies and Procedures:**

Breakfast and After School Club will follow the school's own policies and procedures and these are available from the school office or on the school website. This includes existing health and safety policies and safeguarding/child protection.

#### **14.) Medication:**

If your child requires medication while they attend club, this will be administered according to the existing school policy on medications.

Epipens will be stored safely in the provision area. They will be collected from the classroom and returned to the classroom at the beginning and end of club sessions.

**15.) Policy Review:**

This policy will be reviewed and evaluated by the School's Senior Leadership Team every two years.