



Breakfast and Afterschool Policy 2023-2024

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Electronic copies of this plan are available from	Armfield Academy Blackpool
Hard copies of this plan are available from	Armfield Academy Blackpool
Date of next review	July 2024 (as required)
Person responsible for Review	J. McKinnon

Breakfast and After School Club Policy

Aims

Through our Breakfast and After School Club we intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups and work together cooperatively.

Hours

- Breakfast club runs from 08:00 – 08:45 Monday to Friday during term time.
- After School Club runs from 15:15 – 17:30 Monday to Friday during term time.
- All spaces are subject to availability based on ratios.
- Places are allocated on a first come first serve basis.
- Children can be dropped off at the breakfast club and collected from the after school club at any time during the hours the club runs.
- The club is open to all children from Reception to Year 6.
- Children will be escorted to their class at the end of the breakfast club and to the after school club at the end of the school day.

Admission, booking procedures and payment of fees

- Request forms, available from primarybasc@armfield.fcat.org.uk must be completed prior to a child starting at the club.
- Payment must be made one week before the start of each term for all booked term sessions.
- All booked sessions are fully chargeable irrespective of whether a child is in attendance or not. Crediting sessions are at the discretion of the Head of Primary.

- Any requests to change session days can be made to primarybasc@armfield.fcat.org.uk We will endeavour to accommodate changes but this will be subject to availability.
- Confirmation of the allocation of a place will be provided with an invoice. Invoices must be paid in advance to secure the allocated sessions. All bookings must be secured by payment in advance of each term's required sessions.
- Should you no longer wish your child to attend breakfast or after school club, you must give at least four full weeks notice by emailing primarybasc@armfield.fcat.org.uk
- Waiting lists will be run for over-subscribed days.
- Fees must be paid through Parent Pay.
- Some concessions may be available. A meeting can be arranged to discuss this.
- If a session has not been paid for, in advance, the child will not be able to stay and a member of staff will contact adults/carers to arrange immediate collection.
- In the unlikely event that there is debt against the school, the place will not be given or will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with the Head of Primary and subject to availability.
- The Breakfast Club and After School Club falls under the cover of FCAT Debt Collection Policy.

Absence

- If your child does not attend a session the full amount will still be charged.
- There will be no charge if the child misses a session due to an educational or residential trip.

Venue

- Breakfast and after school club is based in its own dedicated area, and has access to the school hall and outside areas.
- Should the breakfast and after school club need to be based in a different location, signs will be displayed informing adults/carers of where to collect their children.

Register and Collecting

- Children are registered at breakfast club when the adult dropping them off for the session signs them in on the register.

- A register for the after school club is taken at the start of each session by an after school club staff member.
- Adults collecting a child from the after school club will be required to sign their child out of the provision on the register.
- This register is filed in the breakfast and after school club folder which is kept in the school office.
- Adults dropping off a child at breakfast club or collecting a child from the after school club must use the door at the side of the primary main entrance.
- If an adult is unable to collect their child as arranged, they must call the school number immediately and follow the instructions to be connected to the breakfast and after school club.
- If someone else, other than the adults on the school collection authorised list, will be collecting a child, the after school club or office staff must be informed by telephone.
- Each family will have an agreed password with school to be used by other adults collecting their child.

Late collection

- If a child has not been collected by the end of the session, adults will be contacted in the first instance by telephone. The additional contacts will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, external agencies may be informed.
- Staff will record late collections on the after school club register.
- If a child is picked up late a charge of £5 will be made for every 15 minutes beyond the collection time. This will commence from the second time the child is collected late.

Snacks

- A breakfast is provided in the morning and a snack in the after school club.
- Fresh drinking water is available to the children at all times.
- Breakfast is not served after 08:30.

Activities/ Provision

- A range of activities are planned for each session for the children in breakfast and after school club. These may include role-play, creative, reading, cooking, construction, computers/iPads, learning & discovery, outdoor activities and movies.
- The ages of the children are considered when planning activities to ensure they are appropriate.

Behaviour

- The school's behaviour policy will be followed.

Health & Safety

- Staff must follow the Armfield Academy Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- All staff must make themselves familiar with the above documents.
- In case of emergency (such as medical or missing child) a member of the Senior Leadership Team will be informed immediately and procedures followed.

First Aid

- There must be a qualified first aider on site during sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded on CPOMS. The accident will be reported to the parent/carers when collecting their child.
- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff must be made aware of the children who have Individual Health Care Plans and what they contain.

Staffing

- All staff will adhere to all school policies.
- The maximum number of children (Reception - Year 6) will not exceed a ratio of 1 adult to 20 children (1:20) where possible.
- All breakfast club and after school club staff are DBS checked and must attend safeguarding training. All staff must be familiar with the Safeguarding Policy and related documents and be clear about how to deal with safeguarding concerns. Safeguarding concerns will be recorded on CPOMS and reporting to the DSL.

- Staffing arrangements are considered to meet the needs of children who have special needs.
- The club will be led by the Breakfast and After School Club manager and a senior member of staff will be available during opening hours.

Enquiries regarding bookings and payments: primarybasc@armfield.fcat.org.uk

Enquiries/Contact during the session:

Mrs Tomlinson/Mrs Joseph, Breakfast and After School Club Manager, 01253 207702.