



Reviewed on:	March 2024
Next review:	March 2025
Staff Responsibility:	Jackie Harland
Linked policies:	Safeguarding and child protection, Intimate care policy, Medicine Policy, SEND policy
Signed by chair:	Osagie Omonjahio
Date:	March 2024

## **Boarshaw Primary School**

### **Breakfast and After School Club Policy**

Club Mobile Number: 07513 284929

Club Leaders: Liz Meehan (Breakfast) and Helena Morton (After school club)

The Club aims to:

- Provide high quality childcare within a warm and welcoming environment. The individuality of each child will be respected and nurtured.
- Offer a service, accessible to children at Boarshaw Primary School.
- Ensure each child feels happy, safe and secure, allowing them to learn and develop freely in a play centred environment.
- Encourage children to take responsibility for themselves and their actions.
- Encourage children to develop positive attitudes and respect for themselves and others, in an environment free from bullying and discrimination.
- Provide a range of resources and equipment which can be used under safe and supervised conditions.
- Offer a programme of activities which meets the needs of each child, promoting their physical, intellectual, emotional and social development, enabling them to become confident, independent and co-operative individuals.
- Work in partnership with parent to provide high quality play and care.
- Review and evaluate our services to ensure that we continue to meet the needs of children in our care and those of their parents / carers.
- Keep parents / carers informed about changes in the administration of the club and to listen and respond to their views and concerns.
- Communicate effectively with parents / carers, and to discuss experiences, progress and any difficulties that may arise.
- Employ experienced, well trained staff and offer them appropriate support and training (including first aid and food hygiene).

#### **Breakfast and After School Club Registration**

Places in Breakfast and After School club are offered only to the pupils of Boarshaw Primary School aged between 3 and 11 years old.

When an enquiry regarding places is made, the parent / carer will be given all the relevant Club information including

- The Breakfast and After School Policy which contains information on Admissions and Fees
- A Registration form – this includes medical, parent contacts, photo permissions, parental contract and sessions required.

The child will be able to attend the selected club as soon as the completed forms are received. There are no maximum numbers for Breakfast and After School Club.

### Payment

Booking and paying for places in Breakfast and After School Club must be done in advance using the school's online payment system.

### Fees Structure

	Breakfast Club Daily Rate	After School Club Daily Rate
	8.00 – 8.45am	3.15 – 5.30pm <i>(places must be pre booked)</i>
*Paying	£1.00	£5.00

\*There may be occasions where school will help to subsidise the place if it is in the best interest of the child and family.

Breakfast Club : 8.00 – 8.45am ( last entrance into club is 8.25am)

After School Club: 3.15 – 5.30pm

### Behaviour

Children attending Breakfast and After School club are expected to abide by the school's behaviour management policy, failure to do so could result in a child's place being withdrawn.

Children will be expected to show a high level of self-respect and care for both school and their own personal possessions. In addition, children will be expected to show an equal respect for others in the school, both children and adults, for the physical environment of the school, and for the resources of the school made available to them.

As school runs the Breakfast and After School Club, staff, parents and children are bound by many of the policies already used by the school.

- Behaviour and Discipline Policy

This can be located on the school website.

### Parent / Carer responsibilities

- Expectation that your child will abide by the school's behaviour policy.
- To give notice of a change of person collecting your child.

### Late collection.

If a child is not picked up by 5.30pm parents will be charged a late fee of £5.00 per child per 15 minutes. If a child is not picked up by 6pm then charges will increase to £10 per child per 15 minutes and the matter will be referred to the police.

Failure to pay late fees incurred will result in the place at After School Club being withdrawn until fees are paid.

Repeated failure to collect on time will result in the child's place at After School Club being withdrawn for the remainder of the Academic Year or, if it is felt appropriate, permanently.

### Activities

We will provide a range of resources and equipment which will be used under safe and supervised conditions.

A timetable of activities and resources will be provided each half term. These may include: craft activities, board games, sports, outdoor provision, computing, homework support etc.

### Food

Breakfast Club: items may vary each day but they will include: cereals, toast, bagels, crumpets, juice, milk, water.

After school a snack will be provided each day: this will include items such as: sandwiches, crackers, crumpets, fruit etc.

### Contact

The After School and Holiday Club can be contacted through the dedicated mobile phone number.

Mobile: 07513 284929

School Number: 0161 653 9536 (until 4pm M-Th and until 3.30pm on Friday)

### Loss of a Place

The following circumstances may lead to a child's place being withdrawn:

- Where a child is particularly and constantly unhappy and every effort has been made and explanations explored.
- Where a child's behaviour is consistently unacceptable.
- Late payment of fees.
- Persistent failure to collect by 5.30pm.

### Safeguarding

As school runs the Breakfast Club and After School, staff, parents and children are bound by many of the policies already used by the school.

- Child protection and Safeguarding Policy

This can be located on the school website.

### Additional Safeguarding arrangements for the Holiday / After School Club

#### *Site Security*

The bell should be used on the entrance to the Main door when collecting children. If children are playing in the playground outside staff will be present and gates will be closed.

#### *Signing In*

On arrival in the morning children must be signed into Breakfast Club in the school entrance. School staff will be responsible for collecting pupils from class and taking them to the After School Club. Children will be accounted for against the register for that day.

#### *Uncollected child / children procedure*

Any children not been collected by 5.30pm, a member of staff will try to contact a nominated emergency contact person using the emergency contact numbers we have on record. If contact is made, arrangements will be made to collect the child as soon as possible.

If no contact is made the staff will ensure that the child is assured that everything is being done to contact a nominated adult.

Should all attempts to contact an appointed emergency contact fail, then staff will phone the police and inform the out of hours social services team.

#### Health and Safety

As Breakfast and After School Club are run by school all school Health and Safety policies apply.

#### Concerns and Complaints

In the first instance please speak to a member of staff on duty, if you are not happy with the outcome then contact Mrs Meehan ( breakfast) or Ms Morton ( After School Club) via the school office. If you are still not satisfied with the outcome the school's complaint procedure is available from either the school website or the school office.

#### SEND, Administering medicines and supporting pupils with medical needs

If children need medication then usual school rules apply. School must be informed of any ongoing medical needs and appropriate forms filled in. Medication will be stored in the school office.

As school runs the Breakfast and After School Club, staff, parents and children are bound by many of the policies already used by the school.

- Supporting Pupils with Medical Needs
- Administration of Medicines Policy.
- SEND policy.

These can be located on the school website.



HEADTEACHER: Ms J Harland  
 DEPUTY HEADTEACHER: Mrs A Facchin  
 Stanycliffe Lane, Middleton,  
 Manchester, M24 2PB  
 Telephone number: 0161 6539536  
 Fax number: 0161 6430473  
 Email: office@boarshawprimary.co.uk  
 Web: www.boarshawprimary.co.uk

## After School Club – Registration Form

As After School will be running outside of normal school hours we will be expecting all before and after school staff to have immediate access to the most up to date contact details for any children attending the provision. **Please complete this registration fully and return it to school prior to the first day of attendance.**

Name of child(ren)	Class	Date of birth

Please give name of at least 3 contact numbers

Name of contact	Relationship to child	Contact number	Permission to collect Y / N

Address and postcode

Medial conditions	Asthma (please request Asthma Care Plan)
Allergies	Yes <input type="checkbox"/> <input style="margin-left: 100px;" type="checkbox"/>

Special Requirements (e.g. diet, religion, medication, SEND)

Form completed by: (please print) .....

Signature: .....

Date:.....



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Email: [office@boarshawprimary.co.uk](mailto:office@boarshawprimary.co.uk)  
Web: [www.boarshawprimary.co.uk](http://www.boarshawprimary.co.uk)

## After School Club – Agreement

I..... parent / carer of.....  
have read and accept a copy of the Breakfast and After School Club Policy and agree to abide by  
the terms and conditions.

I accept that I am the 'contracting' parent for the above child and agree to make payments to  
Boarshaw Breakfast and After School Club each week.

Parent / Carer signature.....

Please print name.....

Date.....