

Harrow Lodge Primary School



BREAKFAST AND AFTER SCHOOL CLUB POLICY

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| REVIEWED: | Summer 2025 |
| EFFECTIVE PERIOD: | Autumn 2025 – Autumn 2026 |
| DUE FOR REVIEW: | Summer 2026 |
| RESPONSIBLE PERSON: | MS M HAYNES |

Introduction

Harrow Lodge Primary School Breakfast and After School Club. This policy aims to tell you a little bit about our Breakfast and After School Club.

The Breakfast and After School Club is fully OFSTED registered, as part of the school OFSTED registration.

We are a Breakfast and After School Club situated within Harrow Lodge Primary. The Breakfast and After School Club is organised by Ms Haynes, Business Manager at Harrow Lodge Primary. On a day-to-day basis, the Breakfast and After School Club will be run by staff who are also employed by the school as Teaching Assistants or Midday Assistants (a full list of the Breakfast and After School Club staff will/can be found on the 'Staff' section of the school website).

Aims of the Breakfast and After School Club

Parents who wish for their children to attend the Breakfast and After School Club will do so with the knowledge that their children are going to be in a safe, caring and warm environment. The wellbeing of any children attending the club will always come first.

The cost for Breakfast Club is £3.50 from 7.30am – 8.40pm.

The cost for After School club is £9.00 from 4.15pm – 5.45pm or £12.50 from 3.15pm – 5.45pm.

Your child **must** be picked up promptly.

The Breakfast and After School Club offers a full range of activities, with a quiet area and an outside play area.

In order for your child to attend, please login to ParentPay to make payment for the number of required sessions for either Breakfast club or After School Club (please select the correct session time for After School Club). It is advisable to book in good time to secure a place. If there is no space at the club, you will be contacted. Payment may also be made via Tax Free Childcare Accounts.

We provide a wide range of activities for the children in our care. In the morning at the Breakfast Club, the children will be given an option of various breakfast cereals, toast etc. In the After School Club, they will be provided with drinks and snacks, taking into account any dietary requirements.

If there are any concerns regarding your child, you can discuss these with a member of staff at the club in the first instance. The children attending the Breakfast and After School Club will be children who attend Harrow Lodge Primary School.

The Breakfast Club is held in the dining hall, the After School Club is held in the Elm Room or the dining hall. To gain entry to the Breakfast Club, you must use the Breakfast Club doorbell located at the dining hall back entrance.

At the end of an After School Club session, you should come to the main entrance of the school; you **must** sign your child out. If you would like to collect your child before 5.45pm you should call the **After School Club mobile phone on 07443 899127** five minutes before you plan to arrive, staff will then bring your child to the front of the school for you to collect. You will be required to provide a password to school which should be shared with anyone collecting your child from After School Club, if a person is not known to staff and they do not have the password they will not be allowed to collect your child.

At the end of the school day, any child attending the After School Club will be taken or sent to the club depending on age.

Staff

The Breakfast and After School Club will be staffed by our Teaching Assistants and or Midday Assistants at all times, who are first aid trained. Several staff also hold Food Hygiene Certificates.

Registering Your Child

You will be asked to complete a registration form to provide us with essential information about your child. The information will be kept confidentially within our Breakfast and After School Club.

All records will be kept in the strictest confidence

It is the right of all parents/carers to see what the Breakfast and After School Club has recorded about them and their child/ren and to add their own comments to all relevant records. The only limitations to this policy are if the Breakfast and After School Club records include reports or other communication from a third party. These documents will remain confidential unless the third party agrees to them being seen by the parent/carer. However, the Breakfast and After School Club will inform the parent/carer that the records exist.

Procedures for Arrival and Collection

At the beginning of the day, you will be able to buzz and drop your child off with a member of staff.

At the end of the school day, any child attending the After School Club will be taken or sent (depending on age) to the Club.

If your child is booked to attend the After School Club and does not arrive at the Club and you have not informed the Club staff or the school, you will be telephoned immediately to see where your child may be. After discussion with you, a decision will be made as to whether the police are called as we may be dealing with a 'lost' child/ren incident.

Lost Child Procedure

If your child should become lost during a session of the Breakfast and After School Club, then one adult will stay with the rest of the children and every available adult will make a 'sweep' of the school building and grounds. If we are unable to find the child, the police will be called immediately and then your contact number will be called in that order.

Payment

Please pay via ParentPay. If your employer offers childcare vouchers, these can also be used. Please speak to Ms Haynes, our School Business Manager, in the first instance. If your family receive Working Tax Credit, you may be able to claim up to 80% of the costs of your childcare through Child Tax Credit. Please visit the Inland Revenue website for more information.

Cancelled Sessions

After School Club sessions that are cancelled less than 24 hours before the session or no shows will not be refunded or carried over to future sessions.

Charging for Late Collection

At the end of the After School Club paid session, if your child has not been collected within five minutes, the following procedure will apply:

1. Your home/mobile telephone number will be called.
2. Your emergency contact number will be called. They will be informed of the situation.
3. In event of failure to reach yourself or emergency contacts, your child will remain at the After School Club, social services may be called for their advice.

Late Collection

The After School Club has a fining policy of £2.00 a minute. This is because the club ends at 5.45pm so that the Site Manager can lock the school. These times must be strictly adhered to. If this is not going to be possible, then you will need to seek alternative childcare. If you have an emergency situation, then you must let the After School Club know on the dedicated club mobile number, **07443 899127**.

If you are regularly late, your name will be put in a late book and you will be referred to the Head Teacher. It is possible that your child will be excluded from the club if lateness continues. These rules are non- negotiable.

Please be aware that any abuse towards a member of the After School Club staff could result in your child no longer attending the club.

Complaints Policy

We aim to work in partnership with parents/carers and we are happy to listen to any suggestions they may have in improving our working practices. We believe any issues or matters of concern can be resolved by friendly and open discussion. Parents and carers can approach the Breakfast and After School Club leader at any time if they have a particular concern or issue which they would like to discuss.

For complaints, the following procedure should be adhered to:

Parents/carers should advise the Breakfast and After School Club leader on duty when the issue comes to light or at the next available opportunity. The Breakfast and After School Club leader will endeavour to reach a satisfactory outcome but may need to speak

to the Head Teacher and other colleagues, some of whom may not be available that day. An appointed time will be made to discuss the issue further, if necessary a written account will be taken. If the issue has been resolved, no further action should be necessary (except any changes in procedure which are agreed at the meeting).

If the parent/carer feels the matter has not been dealt with sufficiently, it is their right to take up the issue with OFSTED. They can be contacted at Piccadilly Gate Store Street Manchester M1 2WD. Telephone number 0300 123 1231

Environment

Fire exits will remain clear at all times. Equipment will be checked regularly and any dangerous items removed. Equipment will be age /stage appropriate. Any dangerous items including cleaning materials will be kept out of children's reach. Any safety equipment such as fire extinguishers will be checked in accordance with manufacturer's guidelines, and all staff will be familiar with the whereabouts of such equipment.

Health and Safety Policy Supervision

Children will be supervised by adults at all times and child/adult ratio guidelines will be adhered to. Children will not have unsupervised access to the kitchen area or any cupboards housing any hazardous materials.

Fire Procedure for the Breakfast and After School Club Fire Drill

A fire drill will be held once a term. A record of fire drills will be kept at the Breakfast and After School Club noting numbers in attendance, staff on duty and any problems/issues arising. A separate fire drill sheet will be displayed at all times and all visitors and new members of staff will be made aware of the procedure. A register of children, staff and visitors will be taken daily.

The fire procedure for the Breakfast and After School Club will be as follows:

If the fire bell rings the children will be escorted out of the building and will line up in the Elm Room where a register will be taken of all the children attending on that day. The children will rehearse this procedure on a termly basis.

Incidents/Accidents

A duplicate book will be available at each session to record any incidents and accidents. Parents/carers will be given a copy of any incidents/accidents their child has been involved in. A correctly stocked first aid box will be available at all times and will be stored safely and out of children's reach. At least one member of the Breakfast and After School Club will hold a First Aid Certificate during each session.

Equal Opportunities Policy

Our Breakfast and After School Club welcomes adults and children of mixed abilities, different cultures, race and gender. We encourage and expect all children to mix at the Breakfast and After School Clubs. It is everyone's duty to develop an understanding of, and to promote equal opportunities and challenge those who do not do so. This is essential to enable the children in our care to grow up with a high self- esteem and respect for the

rights of others. Our aim is to help the children to gain a clear and positive understanding of the world around them. We shall enable this by providing an environment where children will learn to accept others and will have an understanding of the world around them.

We shall:

- welcome all children and adults regardless of race, culture or gender.
- monitor individual needs.
- where necessary, enlist the help and resource of outside agencies.
- provide an environment where everyone is valued
- challenge negative language and behaviour.

Child Protection Policy

Our Breakfast and After School Club has a responsibility to protect children from abuse and to report any suspicions of abuse. Our Breakfast and After School Club leaders are all qualified and have received training in what to do when abuse is suspected. Our policy will apply not only to physical abuse but also to mental and sexual abuse and also neglect.

Our policy is:

- We keep an accident book to note any injuries, however minor, which occur at the Breakfast and After School Clubs and parents will be given a copy.
- Applicants for posts at the Breakfast and After School Clubs will be informed that the positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that all offences will come to light. They will undertake a DBS (Disclosure Barring Service) check.
- Children will only be taken to the toilet by vetted staff/students.
- Whilst we will not make any judgement as to how a child has come by an injury, or why a child is behaving in an unusual way, it is our duty to inform our nominated child protection officer who will then inform Social Services of our concerns. Our staff have a duty to report their suspicions to the correct body.

Food and Drink

It is the Breakfast and After School Club's aim to offer healthy and nutritious food. At the Breakfast club they will be offered cereals and toast. The breakfast club operates a tight schedule.

Breakfast is only served until 8.15am, therefore if your child requires breakfast they will need to be in attendance by 8.00am. At the After School club a selection of snacks are served. There will always be a choice of food including fruit, fresh juices and water is readily

available throughout the sessions, we aim to make the provision and consumption of food an enjoyable and safe experience. The Breakfast and After School Club will endeavour to create an environment that supports a healthy lifestyle and to ensure as far as possible that we are giving consistent messages about food and health. The children will be taken to the bathroom to wash their hands before they eat and personal hygiene will be discussed. The Breakfast and After School Club will always meet any individual child's dietary requirements whether they are medical or cultural.

Special Needs

Wherever possible, appropriate provision will be made for children with special educational needs. However, if a child has 1:1 support in school this cannot be offered in the Breakfast and After School Club.

Finance

Payment must be made in advance of the week. If fees are not paid by the end of the week we reserve the right to withhold your child's attendance at any further sessions until the costs have been paid in full. However, if exceptional circumstances have led to the non-payment of fees we are happy to discuss ways forward with you.

Management of Children's Behaviour

Children need clear and consistent boundaries to help them feel safe, but these must be reasonable and take into account the age, stage of development and individual needs of the child.

The aim of the Breakfast and After School Club is for staff to adopt a consistent and positive approach to the management of the children's behaviour in line with the school's policy in order to provide an environment in which there is acceptable behaviour and where children learn to respect themselves, other people and their environment. The Breakfast and After School Club staff will demonstrate in their own day to day actions the type of caring, considerate behaviour they wish to encourage and by explaining to a child why it is 'good' to be helpful and kind, encourage generosity and compassion.

If a child is displaying behaviour that is unacceptable then we may have to take that child aside in order to explain why that type of behaviour is unacceptable. If the child's behaviour is still unacceptable and causing disruption within the group, the Head Teacher reserves the right to contact parents/carers to exclude the child from the club on a temporary or permanent basis.