



Breakfast and After School Club Policy



Introduction

Our Breakfast and After School Club is run by Holme C of E Primary School and is known by the name of Holme from Home. It is important to us that we are able to provide high-quality out of hours' provision for our children and parents. Our club provides a range of stimulating and creative activities in a safe environment.

Our Sessions

Breakfast club and after school club will run Monday - Friday term time only. Session times are as follows:

Breakfast club: 7.55am - 8:45am

After school club:

Session one 3.10pm - 4:15pm - to include a biscuit and drink on arrival

Session two 3:10pm-5pm

Session three 3:10pm-6pm (Mon-Thurs) - to include a further snack (see 'food and drink')

Admissions

- Only children attending Holme Primary Academy school are eligible to attend the club.
- All places are subject to availability.
- All parents will be made aware of this policy and it will be available on the school website.
- All club staff are made aware of the details of a new child attending club.
- Children's attendance is marked on a register.

Capacity

Afterschool club is currently managed by Mrs Perridge and is assisted by Mrs Teresa Cater-Knowles and can therefore offer 30 places per session. Breakfast club is managed by Nicki Smith and can accommodate up to 12 children each morning.

Booking

To book your child(ren) in breakfast club and/or after school club, a booking must be made at least 48 hours before by contacting the school office. Parents need to ensure there are funds in their Parent Pay account to accommodate the booking.

Any cancellations or changes to bookings within the 48 hours prior, will still be charged. If your child is ill and cannot attending school, the booking may be cancelled with a refund. Emergency bookings can be made via the school office within the 48 hours prior but this will be at the discretion of the Senior Office Co-ordinator and the Head Teacher.

Arrival and Departure for breakfast club:

Children attending breakfast club are permitted on to the site from 7.55am. Parents/carers need to drop their child(ren) off at the main entrance, where they will be met by a member of staff who will then take them into Breakfast club. At 8.40am children are escorted to their classrooms. Admission to breakfast club will not be granted if the parent/carer has not pre-paid and booked for the session.

Arrival and Departure for after school club:

The children will be collected by an adult from their classrooms (KS1 at 3:10 and KS2 at 3:15). Children will be registered/signed in, in the foyer before entering the after school club space.

The children will be collected from the main entrance. There is a bell in the foyer of the office to ring when parents/carers arrive. A member of staff will then come to the door with the clipboard for you to sign out the child. The member of staff will then go and get the child (ren) and bring them back to the front entrance for a safe and secure handover.

During the Summer Term, we like to use the outside areas during after school club. If we decide to do this, then a notice will be put on the door at the reception letting you know we have relocated to the playground or field. You will then need to collect the children via the Spinney gate on the side of the playground.

ALL Parents/carer's must sign and timestamp their child out on collection. This should be in-line with the school's collection policy, whereby only names adults are permitted to collect the children.

Payment and Charges

Payment is to be made in advance on Parent Pay and is required to secure your child's booking at the after-school club and breakfast club. Refunds will not be made for any missed bookings or if they are cancelled or amended within the 48 hours prior.

The breakfast club operates a flat rate charging policy. Charges are £5.00 per session.

The afterschool club charges are as follows:

Session one - £5.50

Session two - £8.50

Session three - £10.50

We do not run a third session on a Friday. All children are to be collected by 5pm.

We do understand that at times there may be an emergency and parents are able to contact us on 07857 330672 if they are to be late. The late collection of children from any session will then be charged into the next hour.

If parents/carers are persistently late, the Head Teacher will meet with them to discuss the appropriateness of the provision for their needs.

In the event an account becomes in arrears for any reason, you will be contacted by our Senior Office Co-ordinator to discuss the need for the account to be brought back up-to-date. Further bookings, will not be made until the conversation and payments are made towards the deficit.

Notice of any increase in charges:

We will give one month's notice, in writing to parents, of any increases in charges.

Daily routine:

Breakfast Club

7:55 Children begin to arrive and are encouraged to wash hands or use antibacterial hand gel before sitting at the tables for breakfast.

8:00 Breakfast orders taken and served. This is likely to include a range of breakfast cereals (everyday) toast, pancakes, waffles and muffins (different days). Water, milk and squash to be offered to every child too.

8-8:35 - Calm activities are encouraged. This may include but will not be limited to reading, spelling practice, colouring activities, TV, calm board games.

8:35 - Tidy up time. Children encouraged to tidy up and collect their school belongings.

8:40 - Children escorted to their classrooms.

After School Club

15:10 - KS1 children collected and brought to foyer outside after school club space.

15:15 - KS2 children collected and brought to foyer outside after school club space.

Once registered - Children go into after school club space and sit quietly. Children will be offered a drink (water or squash) and a biscuit.

15:25 - Children will then be able to choose from a range of age-appropriate play and planned activities, both indoors and outdoors throughout their afternoon.

17:00 - Snack for those children booked in until 6pm. Snack might include: Sandwiches or wraps with a selection of fillings, Beans/Spaghetti on toast, soup. (Warm options provided in Winter)

18:00 (17:00 Fridays) - Club closes.

Activities may include but will not be limited to:

- Arts and craft
- Reading
- Board games
- Construction activities
- Technology opportunities
- Outdoor play and time to play on the field (weather permitting)
- Other such themed activities deemed suitable following children's interests.
- Opportunities to complete home learning if they wish to.

We will also hold a number of themed weeks across the year to tie in with celebrations, seasons and children's interests.

First Aid

All adults within Breakfast and After School club will have up to date first aid training. They will adhere to the school's first aid policy. All first aid will be recorded via Smart Log and an e-mail will be sent directly to parent's when an incident has occurred and how treatment was administered.

Safeguarding

All adults will undertake safeguarding training annually and will be kept up to date with any changes in guidance from the DSL or deputy DSL in school. Staff will be expected to log all concerns to CPOMs, in the same manner that staff in school do and they will follow procedures set out in the school's safeguarding policy.

All staff will take collective responsibility in making the areas used for breakfast and after school club are fit for purpose and will report any issues promptly to the Head Teacher.

Training

Staff will be allocated training on Smart Log and they will be expected to complete this promptly. These will include: safeguarding & prevent, first aid, food and hygiene, GDPR, fire awareness, health and safety at work, slip, trips and falls in Education, NCSC cyber security training for school staff, equality and diversity training and food hygiene.

CPD opportunities will be offered where appropriate and SLT will support training where requested by staff.

Behaviour

Whilst children are attending club children will be expected to:

- Use socially acceptable behaviour.
- Respect one another and accept each other's differences of race, gender, ability, age and religion.
- Choose and take part in a range of activities on offer in the provision.
- Ask for help and support where needed.
- Enjoy their time at the club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Positive behaviour is praised verbally.
- Gold cloud model used in club (same as in school) for children to aim for and give out in Friday celebration assemblies.
- Parents informed of positive behaviours demonstrated during the club.

Dealing with inappropriate behaviour:

- Challenging behaviour will be dealt with in a calm, firm and fair positive manner.
- In the first instance, the child(ren) will be spoken to,
- Staff will explain why the behaviour is inappropriate.
- Staff will facilitate mediation between children if it is a peer-on-peer behaviour.
- Staff will consult with parents, if regular patterns of inappropriate behaviour is seen to formulate a clear strategy.
- Children will be given warnings and then moved to yellow cards and red card for more serious incidents where consequences may then be issued, such as time off a particular activity, time in a calm space.

If behaviour persists after parental strategy support, the head teacher would then be involved to support and facilitate strategies to ensure the child could continue to attend the club.

Ethos and policies

The breakfast club and after school club aims to be a fun, positive extended provision to the school day. They will function under the Christian ethos of the school and will promote our 'small but mighty' vision.

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This policy will be used in conjunction with the following school policies:

- Safeguarding
- First Aid
- Behaviour (adapted for club)
- Equality and Diversity
- Health and Safety Policy
- GDPR school guidelines and permissions

Reviewed July 2023