

# Breakfast and After School Club Policy



Care, Collaboration, Challenge

## **Rationale**

The safety of pupils is our priority whilst they are in our care. Springfield Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We aim to promote equality of opportunity and a positive attitude to all pupils and staff.

Springfield Primary Academy provides before and after school activities to cater for children who need wrap-around care. Our staff provide a range of indoor and outdoor activities when the weather and time of year allows.

## **Aims**

The Breakfast and After School Club provides quality wrap-around care for pupils at Springfield Primary Academy. It aims to:

- Support working parents by providing before and after school childcare from 7.45 am until 9 am and from 3.30 pm until 5.30 pm
- Provide planned play activities
- Offer the children breakfast each morning and a light snack at the end of the school day in a safe and friendly environment

## **Breakfast Club**

Breakfast club is located in the school hall and dining room. Children should enter breakfast club through the main reception. Children attending Breakfast Club will be offered a variety of breakfast options and given the choice of physical, constructive and mark making activities within a free flow environment.

After Breakfast Club, Year 3 to Year 6 children are allowed onto the playground where a teacher is on duty. Nursery to Year 2 children are walked down to their classrooms.

## **After School Club**

The After School club is located on the KS1 playground in the first classroom at the side of the bungalow. There is a bell on the left hand side of the gate for parents to gain access.

Nursery to Year 2 children are brought to after school club by a member of staff. Year 3 to Year 6 children walk down to the after-school club themselves.

If your child attends another club after school, a member of staff will collect your child from the club when it finishes.

Children have a range of activities, suitably adapted to different ages, available to them which are planned on a weekly basis. The children have access to the outdoor area, weather permitting. We ask, if possible, to send your children with appropriate clothing.

Children will be offered a light snack and a drink after school, which is free flow throughout the session.

## **Opening Times**

Monday – Friday. The clubs run every day the school is open to children.

Breakfast Club is available from 7.45 am until 9 am.

The After School club is available from 3.30 until 5.30 pm

## **Charges**

Breakfast Club: £4.00 per session

After School Club: 3.30pm – 4.30pm £5.00 per session

After School Club: 3.30pm – 5.30pm £7.00 per session

Breakfast Club is run by Mrs. Abul-Hawa, Miss Boam and Mrs. Blythin.

After School Club is run by Mrs. Abul-Hawa and Miss Boam and an extra member of staff from the school if required.

## **Bookings**

Children aged from Nursery up until Year 6 are welcome to attend both Breakfast club and After School Club.

Due to a limited amount of spaces in our After School Club we ask that children are booked via ParentPay at least 72 hours in advance, to ensure that your child has a place. We understand, on occasion, this may not be possible so we can take bookings, via the school office, after this time. If space allows, with prior payment on ParentPay. We operate on a 1:8 ratio for Nursery children and 1:15 in After School Club and 1:30 in Breakfast Club for Reception age upwards.

## **Contact Details.**

We ask that you complete and return the contact sheet as soon as possible. This will enable us to contact you if we need to.

The form also has a section for you to provide information on any medical conditions and allergies that your child/ren may have.

## **Communication**

We endeavour to ensure a two-way regular flow of communication between parents/carers, the teaching staff and the After School Club.

The After School Club will distribute a termly newsletter displaying what activities the children have been enjoying and participating in during that term.

## **Cancellation**

We ask that if your child/ren are not attending, the school is informed as soon as possible. Full refunds will be given if cancellations are made, via ParentPay at least 72 hours prior to the session taking place. Or via the school office, for Breakfast club, the day before by 4 pm or for After School Club on the day before 9.30 am. Cancellations after these times will be charged at the full rate.

## **Late Collection**

If children are picked up after their 4.30pm session time has ended, they will be charged until 5.30pm. There will be a £5 charge each time a child is collected late after 5.30pm. This will be charged to your ParentPay account.

## **Un-booked sessions**

We can not accept any children who are not booked on in advance. However if a child attends Breakfast or After School Club without prior booking there will be a charge of £5 each time. This will be charged to your ParentPay account.

## **Childcare fees**

Childcare fees must be paid at the time of booking, via ParentPay. If fees are not paid this will result in your child/rens place being cancelled. If a booking is made via the school office, fees are expected to be paid before the session is taken. If a child attends a session who has not been booked on in advance a 'un-booked' fee will be charged as well as the session fee, which, are expected to be paid on the day the session is taken. Failure to pay outstanding fees will result in your child/ren being unable to attend Breakfast or After School Club until these are settled.

## **Behaviour**

The Breakfast Club and After School Club expect the same high standard of behaviour as we do during the school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of a child is unacceptable for the safe and efficient running of the club, parents will be informed

## **Safeguarding and Health and Safety**

The Breakfast and After School Club follow the policies and procedures of Springfield Primary Academy.

Staff are DBS checked and possess paediatric first aid and food hygiene qualifications.

## **Accidents and Emergencies**

All accidents that happen during Breakfast Club are recorded in the accident book located in the school office. Any accidents that occur during After School Club are recorded in the accident book located in the After School Club room. There is a First Aid kit available in the After School Club room. If children have any medical conditions, staff are aware of the medication needed and where it is stored. Any accidents and emergencies will be notified to the parent/carer as soon as possible.

## **Medication**

The Breakfast Club and After School Club follow the school's policy on administering medication.

## **Equal Opportunities**

We adhere to the schools Equal Opportunities Policy, we provide a welcoming and caring environment that respects, promotes and reflects cultural and social diversity.

## **Complaints**

All complaints should follow the school's complaint policy.

## **Review and Monitoring**

This policy will be reviewed on an annual basis. Next review: October 2021