



St. Kentigern's Catholic Primary School

Breakfast and After School Club Policy

Responsibility for monitoring this policy: Mrs. C. Murray (Head teacher)

Reviewed annually (or in response to changes in legislation)

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Proposed by the Headteacher: Mrs. C. Murray

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Admissions

At St. Kentigern's Catholic Primary school, we provide a Breakfast Club and an After School Club for our children. Places are allocated to children that attend full time education at our school.

The Breakfast and After School Club is registered to **no more than 20 children** from 4-11 years old, at any time. We aim to provide a safe, clean and welcoming environment for children in our care.

Health and safety are a high priority in our setting, and this includes carrying out regular risk assessment checks and ensuring that there is always a qualified first aider on site.

We aim to allow and cater for children of all abilities to have access to our planned play activities.

Aims and objectives

The emphasis is on play and leisure rather than education but there is an opportunity to do homework as well.

Children have the opportunity to enhance their learning through a wide variety of activities and to promote physical development.

Our aims are:

- To provide 'Out of School Care' in a safe and secure environment for the children at St. Kentigern's.
- To provide a variety of stimulating and exciting play opportunities for the children in a group situation.

To achieve our aims:

- We will hold club sessions every day.
- We will regularly clean and inspect the premises and equipment used.
- We will ensure that there is always a qualified first aider on the premises.
- We will implement regular fire drills and ensure that all staff and children are aware and familiar with the procedure.
- We will encourage the children to be independent, to experiment, to be creative and to develop self-discipline and acceptable behaviour.

St Kentigern's Breakfast and after school club meet in the Main school hall within the school setting.

Opening Hours:

Breakfast Club: Monday – Friday 7.45am – 8.45am

After School: Monday – Friday 3.15pm – 5.30pm

Security

The club is committed to provide a safe and secure environment. Staff will adhere to the following guidelines:

- No child will be left unsupervised in the club at any time.
- Staff / child ratios of 1:8 in both Breakfast and After School Club.
- Visitors to the club will not be left unsupervised at any time and adequate identification will be required. Identification will be provided and prior appointments should be made, where possible.
- Children will not be released with anyone other than the recognised parent/carer unless prior notice is given. A password will be held on file for each child which can be asked for from anyone collecting the children. If staff are unsure of the person collecting the child, that child will remain at the club and parents will be informed of the decision.
- Entrance to the club will be monitored to ensure security at all times. Children will be signed in and out of the club.
- Parental/carer consent will be sought for the use of videos and photographs for promotional usage.

Parental Involvement

At St. Kentigern's Breakfast and After School Club, we believe that all parents and staff should work with each other to ensure a happy, relaxed environment where each child can flourish. We will encourage parents and carers to express their views and will value any information shared with staff members.

Communication between staff and parents is vital in building a positive and trusting relationship. Staff will regularly talk to parents/carers about their child's progress and achievements. General comments and feedback are also welcome.

Complaints

In the event of staff, parents or others having comments, concerns or being dissatisfied with our aims, principles and the high standard to which we are committed to provide at our Breakfast and After School Club, the following procedure should be adhered to:

- Parents should speak to a member of staff who should be responsive to your issues.
- If parents are unhappy with the action taken by members of staff, contact with the Breakfast and After School Club manager should be made, or in their absence the Head teacher.
- Following this response, the Governing Body will be informed, and appropriate action will be taken. If parents wish, the Governing Body can be contacted at the initial stage of their issues. An email address can be provided through the school office or you can send a letter c/o Chair of Governors to the school address.
- If a complaint or concern is made by a child or parent against a member of staff, then the issues will be dealt with by the Head teacher and the Governing Body in line with school policy.
- All complaints and comments will be recorded, and a written response of actions will be kept on file and provided to the complainant.

Behaviour

We aim to provide a happy, caring environment with challenging activities. Therefore, we set high expectations of behaviour through encouraging and praising good behaviour. The children are encouraged to respect themselves, each other, adults and property. Understandable rules are applied to be fair and consistent.

Parents will be informed of persistent unacceptable behaviour. The child may be monitored by staff to identify any further problems. If a child's behaviour does not improve, Mrs Murray will ask for a meeting to look at how we can support the child, parent and school.

Procedures for dealing with unacceptable behaviour:

- Staff will speak calmly, clearly and positively to the child.
- Staff will reinforce good behaviour.
- Redirection—staff will direct the child to another activity.
- Staff will give a firm warning and a reasonable consequence if unacceptable behaviour does not stop.
- Staff will give the child a fresh start after the incident.

Dealing with and establishing good behaviour

Rewards can be:

- Social rewards: smiling, clapping, praise.
- Activity rewards: let the child choose an activity or toy they would like to play with.
- Token rewards: such as Dojos or stickers.

Special Educational Needs

- In Breakfast and After School Club, we will support any child with special educational needs in line with the school's SEN policy and will liaise with school staff, where appropriate.
- We feel that, where possible, all children should share social and learning activities together.
- Our aim is that all children will be happy in the Breakfast and After School Club environment with activities to suit individual needs and abilities.
- Inclusion teaches children and adults to accept and value everyone.

Fire alarm

Upon hearing the fire alarm, all staff and children should follow carefully the instructions below:

- The staff will escort the children calmly, quietly and safely onto the car park via the fire exit that is located in the hall.
- The register will be taken and the staff and children will be led onto the car park via the hall door, down the ramp and through the green gate where they will await further instructions.

Breakfast and after school club will follow the school lockdown policy and emergency plan in the event of other emergency situations arising.

Food

What we want to achieve:

- Ensure that all meals available in school are healthy.
- Create an environment where pupils can enjoy their food in an area which is safe, hygienic and comfortable.
- Promote food that reflects the healthy eating messages taught in the classroom.
- Encourage healthy eating.
- Encourage children to select their own breakfast and snacks from the choices on offer.

In Breakfast Club, we aim to provide children with a nutritional breakfast to help aid concentration and learning throughout the school day.

On a daily basis, we aim to provide cereals served with semi-skimmed milk, brioche or flavoured Soreen. We will also try to provide seasonal fruits for the children.

In After School Club, we aim to provide healthy and balanced snacks and encourage children to make healthy choices. The first snack we offer is a piece of fruit of the child's choice or one small biscuit; the second snack offered later in the session is toast. Milk and water are provided unless another alternative has been requested by the parent/carer due to medical reasons/allergies. Extra drinks are provided during the session when appropriate or if requested by the child e.g. during hot weather.

Sickness

It is the parent/carer's responsibility to ensure that their child is not ill when brought to Breakfast or After School Club.

Children suspected of suffering from infectious conditions will be excluded from the Breakfast and After school club for 48 hours or until medical treatment has been sought and the child is well.

Parent/carers should inform the Breakfast and After School Club as soon as possible of their child's absence.

In the case of a child becoming ill at the Breakfast and After School Club, staff will inform parents/carers as soon as possible, who will be requested to collect their child. This is for the wellbeing of other children and staff on the premises and to prevent the spread of infection.

Missing children procedure

In the event of a child going missing or being lost on club/school premises, the manager should be informed immediately. The DSL should also be informed immediately (Headteacher or Deputy).

A thorough search should be made of the premises both internally and externally. The local police should be contacted, if necessary.

If a child is booked into a session and fails to arrive, checks WILL be made with parents/carers to locate where the child is.

Late and uncollected children

In the event of any child(ren) being left at After School Club due to unforeseen circumstances, Children's Services would be contacted. If necessary, the local police would also be contacted.

To help prevent this situation arising, when children are registered for a Breakfast and After School Club place, we obtain as much information as possible from the parent/carer. We do require at least two contact numbers, who can be contacted in emergencies.

A child will not be released to anyone other than a parent, without prior consent and suitable means of identification or recognition. It is required that a parent must inform the After School Club staff if their child is to be collected by someone unknown to them and give relevant details. Information about any additional adults collecting children must be sent in a message on Class Dojo. A password must be provided.

Staff will record any late or non-collection of children. If the problem is persistent, staff will work in partnership with parents/carers to address the issue.

Please refer to our Terms and Conditions for further information in relation to late charges.

Toileting

Children in the After School Club are accompanied to the toilet before a session begins. They are encouraged to wash their hands after they have been to the toilet for hygiene reasons.

All children must ask a member of staff if they need to go to the toilet, so all staff know who has gone to the toilet if there is a fire. Reception children are accompanied to the toilet by an older child. (Buddy system).

The use of wet wipes is available for all children to use before and after snack and if we feel for hygiene reasons their hands need to be clean.

Fees

In the interests of running a sustainable Breakfast and After school club facility for parents/carers, it is important that payments are made **in advance** for services provided.

When completing a parent/carer's pack, you will be given details of how to log onto MCAS (MyChildAtSchool). All payments for Breakfast and After school club must be made in advance for the session to be booked.

Breakfast club sessions are £3.00

After School Club sessions are £7.00

We understand that, on occasion, you may be late due to incidents outside of your control. However, the hall is only allocated for us to use until 5.30pm. After 5.30pm, the hall belongs to the Parish who have clubs booked in.

Due to circumstances outside of your control, two late pick-ups of ten minutes duration will be considered without charge. If this continues, a late fee of £10.00 every ten minutes will be applied. If there are more than five late pick-ups, this may result in suspension of facilities. You will not be allowed to book on any sessions if money is outstanding.

Any bookings for Breakfast and After School Club cannot be cancelled free of charge less than 2 hours before the session starts.

This policy is part of your contract with Breakfast and After School Club and must be adhered to. Any changes to this must be agreed between parents/carers and the Club Manager and be put in writing, signed and dated by both parties.