



# Thornton-in-Craven Community Primary and Nursery School

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Headteacher: Miss S Brown NPQH



## **BREAKFAST AND AFTER-SCHOOL CARE POLICY**

### **AIMS**

To provide high quality wraparound care on the school premises to reflect community demand and to meet the needs of parents and children wherever possible.

### **POLICY STATEMENT**

For the purposes of compliance with legislation Breakfast Club and After School Club form part of Thornton-in-Craven Community Primary and Nursery School and will follow all school's policies and procedures. The setting or organisation is part of the school and is not a separately run company.

Breakfast Club and After School Club are run by Thornton-in-Craven CP School support staff and overseen by the Senior Leadership Team (SLT) and the school's Governing body. The day-to-day management of the clubs is by the Breakfast Club and After School Club Supervisor. The Headteacher will be referred to as required and a member of the SLT will be contacted in school or by phone in the event of an emergency.

### **REGISTRATION**

Breakfast Club and After School Club accept children aged 3 to 11 years who attend St Thornton-in-Craven CP School. Breakfast Club operates daily from 7.45am to 9.00am during term time (except INSET days) and After School Club operates from the end of the school day, 3.30pm until 5.40pm Monday to Friday, term time only (except INSET days).

All children must be registered with the club via our ipal booking system, by the named parent or carer, as per the school records, in order to attend. A registration form must be completed for each child. All records will be kept in line with the school's Data Protection Policy.

### **REGULAR BOOKINGS**

Regular bookings can be requested for any number/ combination of days, as required.

A waiting list system operates when the demand exceeds our capacity and parents will be contacted once a place becomes available.

Regular bookings are taken on a first come first served basis. Bookings are made using our online booking system ipal. Parents can book online and pay using the online system or by committing to pay via childcare vouchers.

School reserves the right to take individual circumstances into account and use discretion to allocate places on the basis of need. In the event of a tie break in admission of siblings, greatest length of time on the waiting list will take priority.

Once parents have a confirmed school place for their child for the following school year, they may request

a place at Breakfast Club/ After School Club and may be placed on the waiting list. Applications for places will not be accepted prior to a school place being offered and accepted.

The school reserves the right to suspend a child's place at Breakfast Club or After School Club if payment is outstanding.

If cancelling a place within ten school days of the booking, refunds will not be issued unless, due to exceptional circumstances, the club is unable to run.

### **CANCELLATION OF REGULAR BOOKINGS**

Parents must give 7 days' notice (term time only) for any cancellation. Cancellations can be made via the ipal system. Parents will still be charged if a cancellation is not made within the 7 day notice period. If a child's space is cancelled for more than two consecutive weeks then this may result in the child's space being cancelled.

When 7 days' notice of cancellation has been given, a refund will be issued in the form of a credit on account for the next term's fees. However, refund/credit on account of childcare vouchers cannot not be issued in the final week of the academic year for a leaver. Childcare vouchers can be transferred to a sibling's extended school club account in the form of a credit. Refunds will not be given in the case of absence due to illness.

### **AD HOC BOOKINGS**

Ad hoc bookings (where the child does not have a regular booking, but parents require a one-off space on a specific day) should be booked on ipal. If it is the first booking a registration form must be completed. Ipal allocates the required number of spaces so it will not allow bookings if the club is full. If the booking is accepted on ipal, your child will have a place for the session booked.

### **CANCELLATION OF AD HOC BOOKINGS**

Where an ad hoc space has been issued, parents must give notice of ten working days (term time only) for any cancellation. Parents will still be charged if a cancellation is not made within the 7 day notice period.

If an ad hoc space is offered with less than ten working days' notice (term time only), parents will be required to pay for the session up-front, at the time of booking. Payments may be made via ipal or childcare vouchers can be accepted for schemes for which the school is registered childcare vouchers.

Refunds will not generally be issued unless, due to exceptional circumstances, the club is unable to run. Refunds will take the form of a credit on account for the next term's fees. However refund/credit of childcare vouchers cannot not be issued in the final week of the academic year for a leaver. Childcare vouchers can be transferred to a sibling's extended school club account in the form of a credit. Refunds will not be given in the case of absence due to illness.

### **PLAY**

Breakfast and After School Club is committed to providing quality play experiences for children aged 3 to 11 years. The clubs will endeavour to create a stimulating environment for children that will foster their independence and self-esteem whilst supporting the key components of 'Every Child Matters'.

- Being healthy
- Staying safe
- Enjoying and achieving
- Making a positive contribution
- Achieving economic wellbeing

- Children will be involved in ensuring they follow the school's rewards and sanctions, as outlined in the school's Behaviour Policy.
- Children's comments and suggestions will be listened to and responded to accordingly.
- The children have an element of choice from the resources available of what they would like to do at the club both indoors and outdoors.
- The children are allowed to choose toys and equipment, but also have the responsibility to put away any equipment they get out.
- We celebrate all cultures and diversities and incorporate this into our planning.
- We value every child and their achievements.
- A quiet area for homework will be provided for children who wish to use it.

## **ARRIVAL AT THE CLUB**

It is our policy to ensure all children feel welcomed and secure throughout their time at the club.

### Breakfast Club

Parents or carers can drop children at Breakfast Club between 8.00am and 8.40am. The Breakfast Club runs from 7.45am to 9am, when children will be taken to class. Access to the club is via the school car park and the front door. Parents/Carers are asked to ring the buzzer on the door, in order that a member of staff can let them in. Children will not be admitted prior to 7.45am.

As at all other times the school car park is for staff and visitors only, and parents/carers will not be permitted to drive into the car park to drop children off. Parents are expected to use the same arrangements as in the rest of the school day.

### After School Club

School will have access to a daily list of bookings for After School Club. Where a child has forgotten that they are due to attend After School Club, class teachers are able to remind them.

All children will be taken to the club from their classroom. The club supervisor and staff will be waiting to greet them. Children attending extra-curricular clubs prior to attending the After School Club will be dropped off at After School Club by the club leader, once their first club has finished. Upon arrival they will be registered into the club.

Any new children will be introduced to staff and shown where the toilets are.

If a child on the register is not in attendance (where no absence has been communicated), the club supervisor will first establish the child's whereabouts with his/her class teacher and/or the office to establish if a message has been received. If this is not the case the parent will be contacted to ascertain the child's whereabouts. If the parent is unaware of the child's whereabouts the Headteacher/ member of SLT will be informed and a thorough search of the school grounds will be conducted. See Lost Child procedures (below) for further guidelines.

## **COLLECTION FROM AFTER SCHOOL CLUB**

It is the After School Club's Policy that all children are collected from the club by the appropriate named person.

Children can be collected from the club at any time from 3.30 – 5.40 pm.

The time of collection will be noted on the register for that day. If older siblings are sent to collect they must be aged 16 or older. No child will be allowed to leave the After School club unaccompanied.

After School Club will refuse collection of a child if a parent or carer arrives and is deemed to be intoxicated with either drugs or alcohol. The decision will be made by the club supervisor to telephone the emergency contact number and to arrange for someone else to collect the child; the duty social worker will also be informed.

If the parent/carer becomes abusive or makes a nuisance of themselves, the police will be called.

After School Club has a duty to safeguard the welfare of the child, therefore no hesitation will be made when calling the police.

A full written report of the incident will be recorded and filed.

If a parent or carer is late collecting their child a penalty of £10.00 per child will apply (unless exceptional circumstances apply). The time the parent/carer collects the child will be noted on the register. Payment is due within 14 days via ipal.

If a parent/carer fails to pay penalty charges on time or contact the club to come to an agreement about when they will pay, the school has the right to refuse a place at the club. If a parent or carer regularly abuses the 5.40pm deadline a written warning will be issued by the school encouraging them to collect their child on time. If late collections persist the booking will not be accepted for the following half term.

It is not the school's intention to penalise parents who regularly collect on time and penalties may be waived for exceptional circumstances if a parent or carer has communicated with the club.

## **UNCOLLECTED CHILDREN**

In the event that a child is not collected by an authorised adult at the end of a session, After School Club will put into practice agreed procedures. These will ensure the child is cared for safely. If possible the child will be cared for at school in order to cause as little distress as possible.

### Procedures

- If a parent or carer is held up by unforeseen events and they are unable to collect the child by 5.40pm they must try and contact the club supervisor to explain the reason and advise of the collection time or alternatively advise of another person collecting.
- If no contact is made the club supervisor will phone the contact numbers provided on the registration form.
- If there is no reply, the club supervisor will telephone any other emergency contact numbers on the registration form. Any person unknown to the club will be asked to provide ID when collecting the child.
- If no contact has been made by 6pm, a member of the senior leadership team will be informed and no collection procedures instigated.

## **PROCEDURE IN THE EVENT THAT THE CLUB IS UNABLE TO OPERATE**

Breakfast Club and After School Club will endeavour to operate at all times. However, in unforeseen circumstances it may be in the best interest of children's safety that the Breakfast/ After School Club does not operate. If the school is not open due to exceptional circumstances then the Breakfast and After School Club will also be closed.

If Breakfast/ After School Club cannot operate as much notice as possible will be given to parents or carers to ensure adequate childcare arrangements can be made. In the event that Breakfast/ After School Club cannot operate at short notice the club supervisors and Headteacher will instruct the school office to contact parents and advise them of the situation.

Fees will be credited if the club cannot operate (see above for full details).

## **FIRE SAFETY AND EMERGENCY EVACUATION**

Thornton-in-Craven Community Primary School premises present a low risk of fire by ensuring the highest possible standard of fire precautions. Staff are aware of current legal requirements and the school's emergency evacuation plan.

### Procedures

Breakfast Club and After School Club is part of Thornton-in-Craven Community Primary School and is therefore covered by the fire safety risk assessments and procedures. The assembly points for children attending Breakfast Club and After School Club will be on the playground.

The club leader will gather children and the register and proceed to the assembly point.

Staff members will be given fire marshal duties at the beginning of each session so that each staff member knows who is carrying out the following checks:

- Sweeping the rooms to ensure all children and staff have evacuated
- Checking the toilets
- Picking up the contact details

On arrival at the assembly point the register will be taken by Breakfast Club or After School Club Supervisor.

If a member of breakfast club or After School club staff discovers a fire, the nearest call point should be activated. The club leader should nominate a member of staff to go to the office and emergency services will be called.

Children will not be allowed back into the building until the Fire Marshal (in the case of a drill) or appointed Fire Marshal on the day (if false alarm) or the fire brigade have deemed it safe.

All fire drills will be timed and recorded in the Fire Risk Assessment folder by the Fire marshal.

## **ACCIDENT AND INCIDENT RECORDING**

A trained First Aider will always be available on site at Breakfast Club and After School Club.

The following incidents will be recorded using the schools Scholarpack system.

- Minor accidents and treatment given.
- Head injuries will be communicated with parents/ carers at collection from After School Club or will be recorded on accident forms during Breakfast Club and communicated with teachers when the child joins the class at the start of the school day.
- Accidents which involve sending children for medical treatment.
- Accidents without injury and near misses.

Where necessary the following will be recorded on the school's CPOMS system and/or to County:

- Behavioural incidents between children and/or child and staff member.
- Damage to property
- Theft of personal or the setting's property
- An intruder gaining access to the premises
- Any attacks on members of staff or parents
- Any racial incident
- Death of a child

- A real or threatened terrorist attack
- Any child protection issues including but not limited to those already mentioned above

The following details will be recorded (as appropriate to the accident/incident):

- The date and time of the incident
- Nature of the event
- Who was affected and what was done about it
- If it was reported to the police and if so a crime reference number
- Any follow up or insurance claim made
- Staff signature

### **MEDICATION**

Any medication that is kept in school (eg inhalers or epipens) will be available for Breakfast / After-School staff each day and returned. Should any other medication need to be given to the school to administer this will need to be signed in at the point the child first arrives in school for the day.

### **HEALTH AND SAFETY AND SECURITY**

Breakfast Club and After School Club will follow the school's health and safety and security procedures set out in the relevant policies, including the administration of medicines.

In addition:

In the case of an emergency the school office/ Headteacher/ members of the Senior Leadership Team or available school staff will be called upon to attend immediately, unless already supervising children.

**By using the before and after school club provision all users agree to this policy.**

**Signed: S Brown (Headteacher)**

Date: 1/1/25

**Review: annually or in the event of major changes.**