

# Breakfast & After School Club Policy



# ST CLARE

Catholic Multi Academy Trust



## St Thomas of Canterbury School

Mission Statement: To nurture curiosity for every child, every day, within a community acting as a beacon of the Catholic faith.

Date: July 24

Planned Review: July 25

Review Date:

Date: 2<sup>nd</sup> Sept 24

Added to the website

## **Aims**

- To provide an affordable wrap around child care facility for parents.
- To provide a safe, welcoming and secure environment for children.
- To provide a healthy, nutritious breakfast or tea for pupils.
- To provide a calm environment in which children have access to a range of activities.

Both Breakfast Club and After School Club operate under the umbrella of St Thomas Of Canterbury School, St Clare Multi-Academy Trust and fully adopts all policies and procedures currently in place at the school. These policies can be found on the school website [www.st-tc.co.uk](http://www.st-tc.co.uk)

## **Breakfast Club Timing**

- Breakfast Club is open from 7:30am and is located in the school hall. If you buzz at the main school gate, a member of staff will come out to collect your child.
- Breakfast Club staff supervise the children until 8:45am when they are escorted to their classroom.
- Please be aware that parents will not be contacted if their child does not arrive at Breakfast Club as expected. Contact will only be made with parents of absent pupils after normal registration at the start of the school day

## **After School Club Timing**

- After School Club is open from 3:15pm and is located in the school hall.
- The children must be collected by parents/carers by 6:00pm

## **Staffing**

- The school operates a 1:12 staffing ratio (1:8 for children under 5) for both Breakfast Club and After School Club, however there will be a minimum of three members of school staff responsible for the delivery of Breakfast Club each morning.
- All staff hold fully updated DBS and safeguarding checks.
- All Breakfast Club and After School Club staff have completed the Emergency First Aid training.

## **Booking**

A space at either club is given on a first come, first served basis and availability is not guaranteed.

- Sessions cost £9.50 per session per child for After School Club and £5.25 per session per child for Breakfast Club. Pupil premium children will be charged at half price.
- Permanent bookings can be made via parent pay or by contacting the school office. A permanent booking means you pay in advance for your child's sessions and won't be refunded for any missed sessions unless you give two weeks' notice prior to the missed session. Cancellations of any sessions will only be accepted via email to [enquiries@st-tc.co.uk](mailto:enquiries@st-tc.co.uk). These bookings continue until you tell the school office otherwise.
- Ad hoc bookings can be made by contacting the school office. If you book an ad hoc session but don't send your child, you will still get charged for this as food will have been ordered. You will receive an invoice for any ad hoc sessions the half term after your child has done the sessions. One disadvantage of ad hoc bookings is that you cannot be sure there will be a space when needed.
- Where a child attends an extra-curricular activity at the end of the school day and still attends the After School Club, payment should still be made in full.

Please note that all absences will be charged at full price (including illness)

## **Payments**

- Payments are to be made via your ParentPay account.
- Childcare vouchers are also accepted as a method of payment. Please send [enquiries@st-tc.co.uk](mailto:enquiries@st-tc.co.uk) with a screenshot of proof of payment.

## **Late Collection from After School Club**

- After School Club closes at 6:00pm Monday to Friday. Should your child not be collected by this time, a late collection charge will be applied to your ParentPay account. This will be applied at the cost of £10.00 for every 5 minutes per child. If parents are persistently late to pick up their child from After School Club they may risk losing their place.
- If your child remains at After School Club after 6:30pm and we are unable to contact any of the registered contacts provided, St Thomas Of Canterbury School are legally required to contact Safeguarding Children Services (Social Services).

## **Late collection for end of the school day**

Pre-School finish at 3:00pm

KS1 finish at 3:15pm

KS2 finish at 3:20pm

If you are running late to collect your child, you must call the school office at least 10 minutes prior to collection time to let the school know. If you are more than 10 minutes late to collect your child without reasonable justification, your child/ren will be put into After School Club and you will be charged for this session.

### **School Closure**

If school is closed or has to close early, Breakfast Club and After School Club will not run. Refunds on these occasions will be given.

### **Breakfast Club Menu**

The Breakfast Club operates a healthy menu policy.

Typical foods available during Breakfast Club include a variation of:

- Fruit Juice
- Semi-skimmed Milk
- Unsweetened Cereals
- Beans on Toast
- Porridge
- Bacon sandwich
- Scrambled egg on toast

### **After School Club Menu**

The After School Club operates a healthy menu policy.

Typical foods available during After school Club include a variation of:

- Fruit Juice/Water
- Pizza
- Cheese Flan
- Veggie Pasta Bolognese
- Veggie Sausage & Mash
- Veggie Burgers
- Jacket Potato with a choice of fillings
- Pudding of the Day
- Fruit and Salad
- Jelly
- Fruit Salad
- Alternative: Grab bags are available to order. (sandwich, fruit and crudités)

## **Breakfast Club Activities and Resources**

- A varied range of activities can be enjoyed at Breakfast Club. These include organised games, board games, reading, Lego etc.
- Resources are stored in the Hall and are subject to the school's Health and Safety monitoring and PAT electrical testing.

## **After School Club Activities and Resources**

- A varied range of activities can be enjoyed at After School Club.
- Outdoor activities include organised games, use of trikes, bikes and scooters, football etc.
- Indoor activities include board games and jigsaw puzzles, a different daily art and craft activity, construction games (lego, cogs, duplo, etc), role play (doctors, dress up, shopkeeper, etc), numerous toys (dinosaurs, cars, dolls, train set, etc).
- Resources are stored in the Hall and After School Club cupboard, and are subject to the school's Health and Safety monitoring and PAT electrical testing.

## **Safeguarding**

- A separate risk assessment is completed for the use of Breakfast Club and After School Club each year.
- The school's fire procedures are fully adopted by Breakfast Club and After School Club. Copies of the fire emergency evacuation plan are displayed in the main entrance and in the dining room. The fire assembly points are on the Key Stage 1 and Key Stage 2 playgrounds.
- Medication is to be administered by trained members of staff if it is accompanied by a school administering medication form. These are available from the school office.
- Under the Online Safety policy, your child will not be permitted to use his/her mobile phone during sessions and children will need to hand their phone into the school office at the start of the day. These will be handed back at the end of the session.
- Should there be any incidents or accidents involving your child, you will be informed of the situation. All accidents are treated by a qualified first aider. If there is a situation where your child needs urgent medical treatment and you are uncontactable, a member of staff from St Thomas of Canterbury Primary School After School Club may sign any consent forms necessary for treatment on your behalf using the consent given on the registration form.
- Any information and details regarding your child will be treated as confidential. However, under our safeguarding policies, there may be times, for example in cases of child protection concerns, when details of your child may be passed on to other appropriate and authorised agencies. For example (but not limited to) Police, Social Services and Health Care Professionals.

## **Behaviour**

- St Thomas Of Canterbury Primary School Breakfast Club and After School Club adopt the policies of St Thomas Of Canterbury Primary School with regards to Behaviour and Exclusions. If it becomes necessary to exclude a child you will be liable to pay for the cost of the session.
- Staff should be treated with proper respect and any behaviour deemed violent or abusive is unacceptable and the above Exclusions and Behaviour Policies will apply.

Children who regularly do not follow the school values and rules of ready, respectful and safe while attending breakfast or afterschool club will lose their place at the club.

## **Fire Procedures**

- On hearing the fire alarm the person managing the breakfast/after school club will take the children through the nearest safe fire exit.
- Children MUST evacuate the building in silence
- NO ONE should stop to collect any belongings
- Children must be evacuated to the assembly point in the KS2 yard against the back fence.
- Staff must bring the register with them to check all children present
- Staff will check children against the fire register and immediately inform the fire warden of any missing children
- Do not re-enter building until told to do so by Headteacher or Fire Service

**PLEASE LIST EVERYONE WHO WILL COLLECT YOUR CHILD. (including parents)**

We may use this information in an emergency, for example if a child is unwell.

If this information changes, please inform the school office to make sure that it is up to date.

For information about how we use Contact data, visit the Data Protection section of our website.

Contact number	Name	Relationship to child	Telephone number(s)
1			
2			
3			
4			

- I confirm that the details above are correct.
- I confirm that I have permission from the Contacts listed above, to share their data with St Thomas'. I confirm that they are aware of where they can find the Privacy Notice for Contacts.
- I confirm that I will notify you, if any of the information changes in the future.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_