



St Catherine's (C of E) Primary School

Breakfast and After School club policy

March 2018

Reviewed and Revised:

Date:	Carried out by:	Approved:	Date:

St Catherine's Breakfast and After School Club aims are:

- **To provide a happy, welcoming place at the start / end of the school day where all children are valued and feel safe.**
- **To provide varied activities to meet the needs and wide age range of the children attending.**
- **To support working parents by providing an affordable childcare facility**
- **Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at Breakfast and/or After School Club.**

Opening Times:

Breakfast club: Monday to Friday 7.45am – 8.45am. Term time only.

We currently operate on a “no need to book” basis for Breakfast Club, this may change if demand for the service increases to above 50 children per session.

After School Club: Monday-Friday 3.15pm – 6:00pm. Term time only. (After School club does not operate on the last day of any term due to school closing at 1.30pm on these days). Children should be booked in (see below)

INSET Days:

Breakfast and After School club will not operate on staff training days

Admissions:

Both clubs are fully inclusive for children from Reception to Year 6. Any parent/guardian with a child that has any additional or special needs should speak to a member of staff in either club before booking the child in, in order to ensure that staff have full understanding of the child's needs and how best to meet them.

Booking and Payment Arrangements:

We ask that parents/carers book children in to After School club as much in advance as possible. This can be done either verbally to a member of the After School club team, via the school office or by email to afterschool@stcatherines.herts.sch.uk

We do understand that sometimes plans change at short notice and are currently able to take “on the day” bookings for those times. We ask that bookings for the day being made after 12pm are done so by telephone to the office so that teachers, children and After School Club staff can be notified.

Charges:

Breakfast club is charged at a flat fee of £3 per child, per session (this includes breakfast)

After School Club is charged at £7 from 3.15 – 5pm or £9 from 3.15 – 6pm per child, per session (this includes a snack tea)

Payments can be made by cash, cheque, online (via SchoolComms) or by Childcare vouchers. We do ask that parents pay in advance whenever possible. We remind parents of outstanding balances at the end of each month. Should a debt of more than £50 be accrued, we reserve the right to decline bookings until the outstanding amount has been cleared and we may ask for all future bookings to be paid for in advance thereafter.

We do not currently make a charge if a child who is booked in does not attend either of the clubs. If we should need to restrict numbers in future, this may be subject to change.

Location of Breakfast and After School Club:

The club sessions are held in the dining hall. There are limited kitchen facilities for the preparation of breakfast/snacks. The equipment and foods are kept in the cupboards in this location. Staff ensure that all areas are left clean and tidy at the end of each club session.

Behaviour:

Staff in both clubs have received training in the Hertfordshire Steps model, this is the same behaviour management programme which is followed throughout the entire school. This ensures that children receive a consistent approach to behaviour management from all adults in school at all times.

With this in mind, all behaviour is dealt with in the most therapeutic way possible. However, if a child continually disrupts the sessions with antisocial behaviour, staff would seek to meet with parents to discuss this.

Communication with Parents:

Occasionally, there may be messages for parents/carers of children attending Breakfast or After School Club which feature in the School's fortnightly newsletter. Parents may also receive texts regarding either club if they need to be informed of anything.

Staffing:

Breakfast Club is supervised by: Miss Baker, Miss Smith, Miss Berry and Miss Barnett

After School Club is supervised by: Miss Baker, Miss Barnett, Mrs Romero, Miss Fleming and Miss Smith

Staff work together to ensure that the children have activities to complete and that they are playing safely. They organise the cleaning of all of the equipment required to run the both clubs and prepare the food.

Staff levels may fluctuate to meet current needs.

All staff have a DBS check.

Miss Baker & Miss Barnett hold Level 2 Food Hygiene certification and Mrs Romero holds a basic certification in Food Hygiene.

Each member of staff holds valid First Aid certification.

Routines

Breakfast club:

- Children should enter Breakfast Club via the Dining hall entrance (parents are requested to not drive on to school grounds to drop off for breakfast club)
- Children should register with the adult in charge of registration
- They will eat their breakfast food.
- Once they have eaten, they will clear their own cup and plate away from the eating tables and take them to be washed up by a member of staff.
- During their time at the club they will have the choice of activities in which they may wish to participate.
- Children will only use the toilets at the top of the staff room corridor.
- Children will help tidy up equipment at the end of the club.
- The staff will then supervise the children in LKS2, KS1 & Reception children to the cloak room or foundation stage at 8.45am. Upper KS2 children go to class independently (with an adult monitoring them from a distance).

After school club:

- Children in Reception and KS1 are collected from their classroom by a member of After School club staff by 3.15pm. Children from KS2 are allowed to make their own way to the dining room (monitored by their teacher if they are walking over to the main building). Any child who has not arrived by 3.20 is looked for by a member of staff and if no satisfactory reason is found for them not arriving, parents are called immediately).
- Children have a drink and a piece of fruit on arrival.
- Activities are set up ready for children and they may choose which to participate in.
- Children are encouraged to play outside for at least some of the time, this is weather dependent.
- A snack tea is provided at 4.30pm every day.

After School club closes at 6:00pm. If a parent/carer should be running late for collection, they are requested to telephone the mobile number published on the website (all parents will have been provided with the number upon first using the club) to keep staff informed. Should there be a pattern of late collection by any parent/carer, school will make a charge of £5 per child, within the period from 6pm – 6.15pm and then an additional £5 per 15 minute interval to cover additional staffing costs.

Resources:

Breakfast and After School Club have a good supply of craft resources, games, ipads, imaginative play, outdoor play equipment, cookware and tableware. This is kept in the in the dining room where the clubs take place. All electrical equipment is PAT tested annually.

Menus:

Our selection of food aims to be a healthy balance. Children have the choice whether to have food or not, although they are encouraged to do so. Staff are aware of any specific requirements a child has through the school's dietary requirements records and via conversation with parents. Food choices for breakfast include: bagel, toast, cereal, fruit, squash, water, milk

After School club snacks include: pasta, spaghetti or beans on toast, ham or cheese roll, toast, salad is available along with fruit.

Activities:

Each child is encouraged to make their own choices regarding the activities they choose to participate in.

The clubs offer structured activities as well as free choice. Weekly programmes of activities may include:

- Art using various mediums
- Crafts using a wide variety of textures and materials
- Construction and Lego toys
- Board games
- Imaginative play
- Outdoor play (children are encouraged to spend some time outside during after school club providing they have appropriate clothing for the weather)
- ICT time
- Team games
- Colouring/drawing

Parental and Pupil Feedback:

The school values any parental or pupil opinions and welcome feedback about how the clubs are run. Please talk to staff or make an appointment to speak to the Head teacher if you wish to discuss any matters.

Cancellations by school:

Cancellations would be due to school closure in the event of (for example) adverse weather conditions, problems with the building i.e. no heating or water supplies, or unforeseen circumstances. Parents would be notified by text.

Emergencies:

Staff in both clubs have access to a telephone list giving emergency contact numbers to enable staff to contact parents/carers in the case of emergency.

Should parents need to contact After School Club once the school office is closed, there is a mobile telephone number for the club which is active from 3.15pm onwards. The number for this is: **07510 314582**.

Fire Procedures:

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line.

The club's register for the day will be called and all names will be checked.

Health and Safety:

Breakfast and After School club are run by the school and the existing Health and Safety Policies will be followed. The dining hall area will be checked regularly by staff to ensure the safety of the children.

Risk assessment:

A separate risk assessment has been completed for Breakfast and After School Club sessions and activities.

Equal Opportunities:

Breakfast and After School clubs will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. All children and their families will be treated with equal concern and value.

Safeguarding:

In accordance with Safeguarding arrangements, all staff involved in the running of the both clubs have current DBS clearance and have received safeguarding training. Staff will follow existing school policies and procedures for child protection and the code of conduct. Miss Baker is one of the school's Designated Senior Persons for Safeguarding.

Policies and Procedures:

Breakfast and After School club will follow the schools own policies and procedures and these are available from the school office.

Accidents:

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. Club staff will follow the school's first aid policy.

Medication:

Inhalers are kept in the classrooms. If a child needs their inhaler then a member of staff will escort them to their classroom to observe that the medication has been taken correctly. Other medication will be administered according to the existing school policy on medication.

Complaints Procedure:

All complaints in writing by a parent regarding the Breakfast or After School club will follow the school complaints procedure.

Policy Review:

This policy will be reviewed and evaluated by the School's Senior Leadership Team every two years.

