



BOROUGHBRIDGE
Primary School & Nursery
Making A Difference

Boroughbridge Primary School and Nursery

Breakfast Club and After School Club Policy

Date Adopted January 2022	Date for Review January 2023	Person/s Responsible Headteacher
Approved by:	Emma Ryan Headteacher	Stephen Brown Governor

This Policy is valid from the date as recorded, thereby invalidating any other preceding policy.

Where a 'named' person is no longer in post, this policy remains valid until the next review date.

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1. Introduction

The Breakfast Club and After School Club exists to provide high quality wraparound care for our parents. It provides a range of stimulating and creative activities in a safe environment. The emphasis is on play and leisure but support with completing homework and the provision of a quiet space for those wishing to read or talk with their friends will be provided.

2. Admissions

All parents must complete a registration form and agree to the terms and conditions of this Policy before their child can attend a Club. The registration form will be sent to parents via Parentapps. The registration form requires the names of at least two parents/carers/named persons. A 'named person' is someone that is not a parent/carer and can be contacted in an emergency and who is allowed to collect a child from the Club.

3. Place allocation:

Places are allocated to children on a first come, first serve basis and is available to all children that attend Boroughbridge Primary School and Nursery. The Clubs have a capacity for 30 children from Reception to Year 6 and 8 children in Nursery.

4. Timings

NOTE: The Clubs are term-time only.

Breakfast Club runs from 7:30 – 08:45.

Afterschool Club runs from 15:15 – 17:45.

5. Booking a place

- Bookings are released for each half-term.
- All bookings to be made on Parentapps and all payments to be made on ParentPay.
- All bookings should be made at least one day in advance. If you need to book a place on the day of the Club please book on Parentapps and then please call the school office so that we can let the class teacher and after school club know.
- Breakfast Club sessions only need to be pre-booked if your child is in Nursery – all other year group places do not need to be booked.
- All After School Club sessions must be pre-booked.
- Should you need to change the timings of your booking, e.g. you need your child to stay longer, please contact the school office.

6. Arrival and Departure

Parent/carers/named persons are required to drop/collect their child directly at the Club. Access to the Club is through the gate on the KS1 playground and the KS1 entrance door. Staff will be alerted to your arrival when you press the KS1 doorbell.

Breakfast Club:

- When a child is dropped off, they will be signed in by a staff member and the time recorded.

After School Club:

- When a child is collected, they must be signed out by a parent/carer/named person and the time recorded.
- The parent/carer/named person must inform a member of staff that they are collecting and signing out a child.
- Parent/carers must ensure that any person who may collect their child is listed on the registration form as a 'named person'.
- It is required that a parent must inform the school office if their child is to be collected by someone not listed on the registration form.
- Children will not be released with anyone other than the recognised parent/carer/named person 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.

7. Daily routines

Breakfast Club

07:30 – 08:40 Children arrive at Breakfast Club where a range of activities are set out.

07:45 – 08:30 Children wishing to have breakfast wash their hands ready to enjoy their breakfast.

08:30 – 08:40 Tidy up time encouraging children to take responsibility for their environment
08:40 – 08:45 Children are escorted to their class

After School Club

15:15 – 15:25 Children go to the Club and registration is taken
15:25 – 17:30 Children wash their hands and children are offered a snack. Children can choose from a range of play and planned activities.
17:35 – 17:45 Tidy up time encouraging children to take responsibility for their environment

8. Snacks

A variety of snacks will be provided:

- Breakfast Club - Toast, jam, milk
- After School Club - A sandwich, with a choice of fillings, a packet of crisps, a biscuit, a piece of fruit and juice.

The following guidelines are adhered to:

- Preparation, serving and eating areas are kept clean.
- All staff hold a food hygiene certificate and will always adhere to personal hygiene recommendations.
- Children are encouraged to wash their hands on a regular basis and before and after eating food. Hand sanitiser is available at all times.
- All food and drink will be stored correctly and used within the recommended use by date.

9. Behaviour

Children are expected to follow the behavior principles as set out in the Behaviour Policy.

- We always try our hardest.
- We do as we are told the first time.
- We speak and act kindly.
- We will respect each other and keep our hands and feet to ourselves.

To help promote the positive behaviour of our children, we use a colour coded system that recognises that the vast majority of our children behave well for the vast majority of the time.

The Senior Leadership Team will become involved if:

- Continual disregard to requests
- Serious use of foul language and abuse
- Physical abuse
- Bullying or racial or sexual harassment.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude a child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

10. Health and Safety

Health and Safety is 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.

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 for nursery children in both Breakfast and After School Clubs.
- Children will be signed in and out of the Club by the parent/carer/named person dropping or collecting the child.
- Parental/carer consent will be sought for the use of videos and photographs for promotional usage.

11. First Aid

- All accidents will be recorded in an accident book, accurately reported to the parent/carer/named person upon collection and signed by a member of staff.
- All incidents are dealt with by a qualified first aider.
- Should a child become unwell during a Club, the parent/carer/named person will be contacted immediately. If a child is sent home during school hours, the Club will be informed of their absence.

12. Missing children

Club staff will take a register of all children that have been booked into the Clubs.

The Club staff will liaise with the class teacher/school office to determine any reason why a child is not accounted for. A call to the child's parent/carer will then be made if no reason has been accounted for.

The Clubs run within a defined and secure space in school. All external doors are access controlled. In the unlikely event that a child goes missing the following procedures will be undertaken:

- A member of the Senior Leadership Team will be informed of the missing child.
- The Club staff will search inside the building and delegate an outside search of the building to another member of staff.
- If the child remains missing, emergency services will be contacted.

13. Uncollected children

If a child has not been collected by 18:00 parents/carers will be contacted by telephone in the first instance. The named person/s will be telephoned in the second instance. If by 19:00 contact has still not been able to be made with the parents/carers/named persons, the Club staff will call North Yorkshire Children and Families Service out of hours team on 01609 780780 and will follow their guidance. A member of the school Senior Leadership Team and Designated Safeguard Lead will also be informed.

To help prevent this situation arising, when children are registered we obtain as much information as possible from the parent/carer including the names and contacts of a named person/s who can be contacted in emergencies to collect their child. A child will not be released to anyone other than a parent/carer/named person without their prior consent.

14. Payment of Fees

Fees - Breakfast Club

7:30 - 08:45 £ 5.00

Fees - After School Club

15:15 - 16:15 £ 5.00

15:15 - 17:15 £ 8.00

15:15 - 17:45 £10.00

- Discount for second and subsequent siblings will be at a rate of 50% reduction per session. No discount is available to second/subsequent siblings in Nursery.
- The parent signing the Club registration form is responsible for all payment of fees.
- It is a requirement that parents pay their fees promptly.
- Payments will be added to ParentPay as soon as possible after the session attended but usually the following working day.
- Payments can also be made using Childcare vouchers.
- All absences will be charged at £5.00, including illness as the cost of staffing, heating, snacks will still have to be met. Pre-booked places must be cancelled as soon as possible but at least before the day of the booking otherwise the place will be charged at £5.00.
- Late collection of a child (after 17:45) incurs an additional £10.00 charge.
 - Second late collection - the Headteacher will contact the parent/carer to discuss.
 - Third late collection - the Headteacher will contact the parent/carer and may exclude the child/ren from further sessions for the remaining half-term.
- Should a parent collect their child from After School Club 5 or more minutes after their booked slot, they will be charged for the next slot. Eg A child is booked in the 15:15-16:15 slot but only collected at 16:20. The parent will be charged £8.00 and not £5.00.

Should a parent be experiencing difficulty in payment of fees, they should contact the school office as soon as possible. All matters will be treated as private and confidential.

15. Cancelling a Booking

Pre-booked places must be cancelled as soon as possible but at least before the day of the booking otherwise the place will be charged at £5.00. Please contact the school office to cancel a booking.

16. Contacting After School Club

Should you need to contact the after school club after 15:15, please call the school on 01423 322208 and select option '4'.

17. Complaints and Comments

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 Clubs, 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 Headteacher should be made.
- 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 Headteacher 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.
- Should parents wish to, Ofsted can be contacted directly on any issue regarding the Club by following the link:
<https://www.gov.uk/government/organisations/ofsted/about/complaints-procedure>.

18. Mobile phones

Mobile phones are not allowed to be used for the duration of the Club and any devices brought into school by a pupil will be kept in a secure area.

19. School policies

- Child Protection Policy
- Health and Safety Policy
- Behaviour Policy
- Online and E-safety Policy
- Medical Policy
- Allergens Policy
- Food and Hygiene Policy