

Broomwood Primary School

Breakfast and After School Club Policy

Broomwood Primary School provides Breakfast and After School Club care for the pupils of the school. This allows school to offer childcare provision from 7.45am until 5.30pm each day during term time.

We provide care for children between the ages of 3 and 11.

Places are offered on a first-come first-served basis. If all places have been filled a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club
2. Those requiring the greatest number of sessions/hours per week

BOOKINGS AND PAYMENT

Fees are currently charged at £1.50 per session for Breakfast Club and £7.50 per session for After School Club (£4 per session up to 4pm). The Governing Body reserves the right to increase these charges as appropriate. There is no sibling discount.

For Breakfast Club – no prior booking is required, sessions will be charged via ParentPay on the Monday after the week attended. Please ensure this is paid as soon as possible as debts of over £20.00 may result in your child being refused access until payment is received.

For Afterschool Club – We have a limited number of places available - All bookings/payments **must** be made via ParentPay prior to attendance. We would ask that you book and pay a week in advance of requirement as this assists us with the management of numbers attending, staff provision and food requirements.

Bookings for Afterschool Club can be cancelled or amended up to 4pm the day **before** attendance. Any additional payments must be paid prior to attending, any refunds will be returned to your ParentPay account within 48hours

After this time if a child does not attend for any reason, you will still be charged for this place. Fees apply if your child is sick or unable to attend for any reason. The charge relates to the place being held and not the actual attendance.

A service of emergency ad hoc child care may be available if the school office is contacted by 12pm of that day providing there is availability on that occasion and payment is made before start of session at 3.15pm.

ARRIVALS AND DEPARTURES

The safe arrival and departure of the children in our care is paramount.

Staff will ensure that an accurate record is kept of all children in the Clubs, and that any arrivals or departures are recorded in the registers. The registers are kept in an accessible location on the premises at all times. In addition regular headcounts are carried out during the session.

BREAKFAST CLUB

Breakfast club opens at 7.45am. Entry is through the main reception.

Registration will take place in the Dining Hall. Parents/carers must accompany their child into school and sign their child in.

At 8.50am children will collect their belongings and go to class. Younger children or those who are identified as having difficulties will be escorted by staff.

AFTERSCHOOL CLUB

Class teachers will be issued with a copy of the register for Afterschool Club and will be aware of which children are due to attend each evening. Children will meet at the Dining Hall where a member of staff will register them. Children of a younger age or identified as having difficulties will be collected from class and escorted to After School Club by a member staff.

Any children attending after school extra-curricular clubs will report to the After School Club staff **before** their activity to obtain a pass to be handed to the extra-curricular club leader advising them that they must return to After School Club once the activity has concluded.

If a child is booked into the Club but does not attend registration, we will check whether the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the designated safeguarding team at the school and take the following steps:

- All staff on the school premises will conduct a thorough search of the premises and surrounding areas
- Contacts listed will be contacted
- Police may be notified

Staff will ensure that parents/carers sign children out before they leave, including the time of collection.

Children can only be collected by an adult who has been authorised to collect them (as stated on information held in school office).

Parents/carers must inform the Club **in writing** in advance if someone who is not listed is to collect the child. Staff will contact the main parent/carer for confirmation if they have any concerns regarding departures.

Parents/carers must notify the Club if they will be late collecting their child. If the Club is not informed, the school Uncollected Children Policy will be followed and a fee may be charged for a late collection.

Children **will not** be allowed to leave on their own.

If a child is booked into After School Club and the place is no longer required but has **not** been cancelled before 4pm the previous day they must still be collected from the After School Club in the Dining Hall. This applies even if collection is at 3.15pm.

All parents/carers are requested to make sure their child/children are collected by 5:30pm. If you are unavoidably delayed please telephone **07939 379929**.

The Club closes at 5.30pm to enable the staff to tidy up and finish on time. **There is no facility for an extension to this time.**

If a parent/carer is continuously late to collect their child/children a charge of £5.00 per child will be imposed. This will be charged on Parent Pay.

This charge is to discourage people from arriving after 5.30pm and should not be seen as a charge permitting late collection. When collection after 5.30pm occurs regularly we reserve the right to withdraw access to the club.

Any queries regarding fees should be directed in the first instance to Mrs Owen.

If any fees are not paid, school will write to the parent/carer, requesting payment. If the parents or carers are having difficulty making the payment on time we recommend that they arrange a meeting with Mrs Owen as soon as possible.

Where there is no explanation for repeated late payment, the parents/carers will be contacted to discuss payment options. A formal warning may be issued informing the parent/carer that continued late payment will result in their child's place being withdrawn.

If the fees remain unpaid after all the above options have been explored, the cancellation of the child's place will take place immediately and any monies owing will be pursued through a small claims court

FOOD PROVISION

Children will be provided with adequate food and drink, prepared on the premises by staff. Snacks will be healthy and nutritious. All staff preparing food in the club will be required to hold a Basic Food Hygiene certificate and all food and drink will comply with the school's status as a "Healthy School". School will use current information held on SIMS system regarding food requirements and allergies – please ensure this information is always kept up to date with the school office. Fresh drinking water is available to children at all times.

ACTIVITIES

Equipment and toys are provided for a range of activities. These include art, cooking, sports and games, board games and puzzles, music and drama, reading and storytelling, imaginative play and help with homework. The age of children is considered so that activities are appropriate

SAFEGUARDING

Children are supervised at **all times**, the definition of supervision being ***within sight or hearing of a member of staff***. Access to the premises is controlled. For collection from Afterschool Club staff will carry a mobile phone which you can text when you are ready to collect your child if the school office is closed (School Office open 8am – 4.15pm each day). The number is **07939 379929**. Staff will then bring child to the main reception for you where you will be asked to sign them out.

The Breakfast and Afterschool club follow the school's Safeguarding Policy, a copy of which is on the website.

HEALTH AND SAFETY

Procedures are in place for emergency evacuation/lockdown in the event of a fire/incident and drills are carried out regularly.

At least one member of staff in the Club holds a current First Aid certificate.

The administration of medicines is carried out in accordance with school policy. A First Aid box is clearly identifiable and accessible.

Risk Assessments are undertaken to promote safety and to minimise risks ensuring all precautions are taken to prevent accidents. Procedures are in place for recording incidents/accidents in accordance with school policy.

A copy of our Health and Safety Policy can be found on our school website

EQUAL OPPORTUNITIES

The School welcomes and values disabled people taking an active part of school life. Broomwood Primary School is keen to make sure that we do not make it difficult for disabled children, young people and adults to be involved in every part of school life. We have a legal duty not to discriminate against disabled people and to comply with the Equalities Act 2010.

Broomwood Primary School recognises that disabled people are very diverse and include people with a physical impairment, visual impairment, hearing impairment, learning difficulty, specific learning difficulty (e.g. dyslexia), mental health issues, people who are deaf, British sign language users and people with long term health conditions.

OTHER POLICIES

The Breakfast Club and After School Club follow all other school policies

