

Barlby Bridge Community Primary School



Breakfast and After School Club Policy

Document Status			
Date of Next Review November 2023		Responsibility	Headteacher
Date of Policy Creation November 2021	Adapted School written model	Responsibility	Chair of Standards and Pupils Julie Walker Signed:
Date of Policy Adoption by Governing Body November 2021		Signed Headteacher: Claire Hughes Date: 8.11.2021	
Method of Communication School website School newsletter informing parents of policy location. Paper copy available from school office (upon request)			

The Breakfast and After School Provision provided by Barlby Bridge Community Primary School exists to provide high quality out-of-school hours childcare for our parents.

Our Breakfast Club is available each day at 8am at a cost of £3 per day, and After School Club each day is available at either £5 per day up to 4:30pm or £8 per day up to 5:30pm. The club provides a range of stimulating and creative activities in a safe environment for children on the school role in Reception – Year 6. Children attending the Breakfast Club will be offered a healthy breakfast which includes cereal, toast, yoghurt and fresh fruit. Children attending the After School Club will be provided with a healthy snack such as a wrap, brioche, crackers, rice cakes, yoghurt and fresh fruit. Fresh water and milk are provided as a drink at both Before and After School Club.

Registration forms can be obtained the School Office by contacting Mrs Kerr or ekerr@barlbybridge.n-yorks.sch.uk.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending Barlby Bridge Community Primary School in Reception – Year 6 are eligible to attend Club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a link to this policy on the school website and a paper copy can be requested.
- Non-contracted pupils are welcomed to use the club provided there are spaces and parents/carers have previously completed the registration process.
- All club staff are made aware of the details of a new child. Children's attendance is recorded in a register.
- If parents wish to use this facility on a regular / long-term basis, the booking form must be completed and handed it into the Office. For any one-off bookings or changes, all email enquiries should be sent to Mrs Kerr at using ekerr@barlbybridge.n-yorks.sch.uk.
- As part of the parental contact, it is stated that 24 hours notice must be given be given to cancel booked sessions. Any non attendance of booked sessions will be charged. Adhoc bookings can be made, but must be notified to Mrs Kerr by midday (Mon-Fri). If unavoidable requests have to come in in the afternoon, these must be made by telephone contact 01757 703650.
- Parents using the service for the first time, will be asked complete an agreement regarding the service and payment.

Arrival

Breakfast Club

- Parents/Carers are required to bring their child directly to the school hall and sign them in.
- Children will be escorted to the classroom at 8.40am by the school staff running the club that day.

After School Club

- EYFS, Year 1, Year 2 and Year 3 children will be collected by a member of Barlby Bridge staff running the staff.
- Children in Year 4, 5 and 6 children attending the club are asked to walk through school to the club themselves and they are met by the staff in the Nursery classroom (each class has a list of children attending each day.)

The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure

- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform Club staff if their child is going to be absent from Club.

Daily Routine

Morning session

- 8.00am – 8.45am parents bring their children to Breakfast Club situated in the school hall where there are activities set out.
- Children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.
- 8.35am tidy up time encouraging the children to take responsibility for putting away the toys and equipment.
- 8.40am children collect their coats and bags. All children are escorted to their classroom and left with the class teacher.

Afternoon session

- 3.15pm – EYFS, Y1, Y2 and Y3 are collected from their classroom by a member of afterschool staff. Y4/5 and 6 walk around to the afterschool club in Nursery.
- Children will be offered a snack, staff members will sit with the children at this time.
- Children can then choose from a range of play and planned activities, both indoors and outdoors.
- 4.30pm first sessions concludes
- 5.30pm club concludes

Behaviour

Whilst attending Club children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. 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 the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of Barlby Bridge CP School staff, responsible for running the club that day
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.
- Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, Club will be informed of their absence.
- There will always be a Paediatric and Anaphylaxis trained member of staff on site at the club.

Missing or Uncollected children

Missing children

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.

- Club staff will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the parents and then the emergency services will be contacted.

Uncollected children

- If a child has not been collected by 5.30pm parents will be contacted in the first instance by telephone.
- The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after 30 minutes, the police and Social Services will be informed.
- A charge will be levied for late collection. A fee will be applied for late collection from 5.35pm onwards at £1 per minute per child. This charge will be added to the following month's invoice.

Payment of Fees

- All payments should be made via School Money. You will be notified on a Friday of the payment due for that week. Any debt of over £50 will need to be cleared before your child can attend either the Breakfast or After School club again.
- It is a requirement of the club that parents pay their fees promptly in accordance with the payment schedule.
- Non attendance of booked sessions will be charged at the session rate for Breakfast Club and hourly rate for the After School Club. If a booking is cancelled due to sickness on the day the charge will be waived. There must be 24 hours notice given for cancellation of booked places, otherwise you will be charged the full session cost. The parent signing the clubs registration form is known as the 'contracting parent' and is responsible for payment of all fees.
- If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.
- Payment can also be made by Childcare vouchers or online directly to our bank account details of which are included in the covering letter with your monthly statement.
- If payment is not received by the due date this may result in a parent losing their childcare place.

Related Whole School Policies:

Child protection policy
Equal opportunities policy
Health and Safety policy