

Breakfast & After School Policy



BROOKLANDS PRIMARY SCHOOL

Document Owner:	Headteacher
Issue Date/Approved by Govs:	Summer 2021
Revised Date:	13 May 2024
Version:	4.0
Review Frequency:	Annually
Date Approved by Governors:	N/A (only change is annual price increase)

Aims

The aims of the Breakfast and Afterschool Club is to provide a safe, secure and friendly environment in which pupils can enjoy a range of activities (including a healthy breakfast and a light tea) under the supervision of caring staff from 7.15am – 8.45am and 3.15pm – 6pm.

The club will be run by school staff and therefore all School Policies will apply.

Prices for 2024/ 2025

Breakfast Club £4

Afterschool Club £8.50

Procedures

Booking Arrangements

- The Breakfast and Afterschool Club will be open during term time, but closed for INSET days and statutory holidays.
- Parents and Carers must pay in advance through Parent Pay – the cut off is midnight on a Thursday for the following week.
- Parents and Carers must complete the booking registration attached to this policy and sign to say they agree to the terms outlined in this policy.
- Children may be dropped off and collected at any time during the session hours, however, the charge for the session remains the same.
- Sessions booked but not attended will still be charged for, unless children are experiencing long term sickness (more than 5 days).
- Non-payment of fees will result in the withdrawal of the sessions. In the event of a debt equating to more than £35, children will not be able to use the service until the debt has been cleared.
- One month's notice will be given for any proposed variation in fees chargeable.
- Weekly sessions should be booked by midnight on Thursday the previous week using the weekly booking form sent to parents via dojo.
- The maximum available places is 35, so early booking is recommended.

Registration

A register will be produced from the booking form. Therefore, it is essential that you have booked online to ensure that the registers are accurate and up-to-date. In the case of an emergency, children and staff will exit out of the nearest accessible fire door and assemble at the designated assembly point. Termly practise fire drills will be carried out to ensure children are familiar with the procedure.

Arrival and Collection

The visitor car park should be used for drop off and collection. The main gate will be open, but you will need to use the arrows to scroll down the list until you find Breakfast Club/ Afterschool Club on the locked gate into school and the staff will buzz you in.

Children should be collected no later than 6pm. If there are extenuating circumstances, where parents know they will be late picking up their child, they should contact the school on the emergency number on 07598 861515. Please store this number in your phone for emergencies. If children have not been collected by 6:15pm and no contact has been made by the parent, Derbyshire Social Care will be contacted. This will be treated as a safeguarding concern and the designated safeguarding officers will be informed.

Staffing

- There is a designated supervisor and several assistants on duty every day.
- The ratio of staff to children will depend on numbers attending, however, this ratio will always be within 1:15
- All staff will be DBS cleared and will have completed the first aid, fire training, safeguarding training and food hygiene certificate.
- A designated safeguarding officer will be available or on call from 7.15am – 6.30pm daily.

Absence

In the case of absence through illness, parents will notify the school office by 9am at the latest. This information will be shared with the supervisor by the school office. Parents will still be charged for these sessions as staffing has been booked for the month.

Breakfast

Children will need to arrive by 8:15am to ensure there is time for them to have a breakfast. Children will be offered the following:

- A selection of cereals
- Bagels
- Crumpets
- Toast with butter or jam
- Yoghurt
- Fruit
- Selection of fruit juice or milk

Afterschool Light Tea

Children will be offered:

- A selection of sandwiches
- Fruit
- Drink
- Yoghurt

Activities

Sessions will be planned by staff to ensure that activities are varied and exciting for the children and weather permitting, outdoor activities will be available.

Behaviour

The school's Behaviour and Relationship Policy applies to all children attending Breakfast/Afterschool Club. Children are expected to follow the Brooklands expectations of safe, kind and proud. If behaviour is a cause for concern, staff will inform parents/ carers. If behaviour concerns continue, a meeting will be arranged with the teacher and senior leadership team and a plan of support will be developed. If behaviour results in the child or other children being unsafe, then the place will be withdrawn.

Communication

There will be daily verbal communication with parents/ carers collecting children. A specific Dojo page has been set up for children attending the Aviary and parents can communicate to the staff via private message.

First Aid/ Medicines / Inhalers

If an incident has occurred, the staff will follow the following school policies (located on the school website)

- Supporting Pupils with Specific Medical Needs Policy
- Asthma Policy
- First Aid Policy

Personal Property

- All items of clothing should be clearly marked with the child's name.
- Children should not bring any electrical devices or other valuable property to the club as the club cannot accept responsibility for loss or damage to it however it may have been caused.
- If children bring a mobile phone to school, then they should be collected from the office and taken to the Aviary where they will be stored by the Supervisor until the end of the day.
- If you do feel your child needs to bring their phone to school, the phone must remain in their school bag until they go into class and hand into the teacher.

Complaints

We hope that you never have to complain, but if you do, please follow the school's complaints policy, available of the school website.

Breakfast and Afterschool Club – Booking Registration



Please complete and return to the school office.

A copy of the Breakfast/Afterschool Policy will be sent home for your records and will be updated annually.

Childs Name:	
Class:	
Medical Information:	
Allergy Information:	
Permission to Collect: (please list anyone who is allowed to collect your child from school)	
Name: _____	Tel: _____
Name: _____	Tel: _____
Name: _____	Tel: _____
Name: _____	Tel: _____
Will your child be walking to school without an adult? YES / NO	
Any other information you feel is relevant:	
I have read and agree to the terms detailed in the Breakfast and Afterschool Club Policy. I understand that it is my responsibility to update the Breakfast and Afterschool club staff if any of the information above changes	
Parent/ Carer: (Please Print Name)	
Signature:	
Date:	

