



Discovery Federation

Breakfast & After School Club Policy

Updated: October 2021

Moorside and New Brancepeth Primary Schools provide high quality out of school childcare in the form of Breakfast and After School Clubs. We provide a range of stimulating and creative activities in a safe environment. Our aim is to establish clubs where everyone is made welcome and valued. We are fully committed to working in partnership with parents/carers to provide high quality, safe and stimulating care, learning and play opportunities for children.

Aims

- To provide a welcoming, safe and secure environment for pupils before and after the existing school day
- To provide an affordable, self-sustaining, early drop off and after school childcare facility for parents/carers during term time
- To continue to build positive links/relationships with parents/carers
- To provide children with a nutritious breakfast at the start of the day in a pleasant and relaxed environment
- To provide a calm play environment in which for children can engage socially with children from other year groups, therefore strengthening relationships in the school community

Staffing

There will always be a minimum of one Breakfast Club staff at each session. In addition to Breakfast Club staff, the Site Manager will be on site from 6:30am, and members of the Executive Leadership or Senior Leadership Teams will be on site from 8:00am. Club staff and senior leaders will be present while after school clubs run, too. On the rare occasion that they are not present, they will be contactable at all times.

Parents/Carers should not drop off their children earlier than the start of 8:00 am and there will be no supervision of children arriving earlier.

Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, they must ring a member of SLT who will arrange cover.

Booking Arrangements

Places are pre-booked using ParentPay and they must be paid in advance. We can accommodate a maximum of 20 children within each club; if numbers exceed this, we will hold a waiting list. If you would like your child to be added to the waiting list, please contact the school office. After school clubs will change each half term.

Charges

The club must be sustainable. The cost per child will cover staff costs, administration and resources. The cost will be for each child, and no discounts will be available for siblings. There will be no reduction for less than a whole session.

From September 2021, £1.50 per session from Reception-Year 6 for all clubs. Nursery children are welcome at Breakfast Club with prior arrangement. Nursery Breakfast Club is charged at £2.00 per session as additional staffing is required.

Staff who work and have children at Discovery Federation Schools will pay for clubs and spaces for staff children will be limited to 4 per session.

Some After School Clubs are free of charge to children eligible for free school meals through Sports Premium funding.

Payment/Non-payment

Your ParentPay account should be credited in advance of any sessions accessed. In cases of non-payment (, except in exceptional circumstances, and following written agreement from the School,) the place will be offered to another child. An invoice would need to be settled within 7 days of the last session attended without payment in order to secure the continuation of a space. A letter will be sent in advance of any such action.

Cancellation by Parents and Refunds

Due to the need to pay and book places in advance so that levels of staffing can be organised, we will be unable to offer a refund if a child does not attend or a child is absent.

Cancellation by Breakfast/After School Club

The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies.

In the event of closure:

A member of school will add a message to Our Schools App and Facebook(, or will endeavour to contact individuals by telephone before 7:45am for those attending Breakfast Club).

During adverse weather conditions school closure will be reported in the normal way via Our Schools App and Facebook.

A 'credit' or refund will be made in respect of any days cancelled by school.

Use of Registers

For Breakfast Club, children will be registered as they are admitted into school by one of the staff on duty. The register will be kept in the main hall during the session, and stored in the school office outside of club hours. For after school club, staff will send club children to the hall to meet the member of staff leading club who will register them.

Cooking and Serving Facilities

All staff leading Breakfast Club have completed a food hygiene course and are employed directly by school. Children will be given access to toast, fruit or cereal, milk or juice.

Organisation

All clubs operate term-time only. After School Clubs will not operate the last week before Christmas, Easter and Summer holidays but Breakfast Clubs will still run across these weeks.

Breakfast Club will be open to pupils daily from Nursery to Year 6 from 8:00 am until 8.50am. Children will be admitted and registered in the main hall. Please note that children must arrive at school before 8:15 in order to be served breakfast to allow sufficient time for them to eat and then cleaning to be completed.

After School Clubs will be open to pupils from Reception-Year 6 Monday-Thursday 3:30-4:30pm and will operate on Fridays from 1:15-2:15pm.

As school closes to pupils Reception-Year 6 at 1:15pm on Fridays, we offer childcare for working parents until 3:30. Please contact the school office if you require a childcare space.

Addressing barriers to achievement

Breakfast club will be offered to pupils that the school feels would benefit from attending, by providing an environment to enable them to:

- Interact with staff, and ensure that they are settled in the morning,
- Improve attendance by being on time for morning registration
- Address problems relating to pupils being hungry on arrival at school.

These spaces will be funded by the school.

Communication with Parents

Staff will have verbal communication with parents/carers bringing children which may involve passing messages to classroom teachers. A note of these messages should be recorded.

Messages to parents from Club Staff will be passed on verbally upon collection of children, or via the office to the child's classroom teacher, where necessary.

Resources

Breakfast club resources are kept in the hall. All electrical equipment must be PAT tested, as required, before use. Other resources, e.g. sports, are kept in the PE shed and resources for other clubs are stored by staff leading clubs in cupboards/classrooms.

Behaviour

Most clubs are run by school staff; therefore, the existing school Respect and Positive Relationship Policy will be followed. The school currently has a contract with Simply Sport for coaching within lessons and after school clubs. Relevant school policies and procedures have been shared to provide consistency across school.

Confidentiality Policy

Confidential documents are kept securely in the school office and staff are aware of the need to ensure that this information is only used within the club setting or by administrative staff organising clubs. If a concern or situation arises concerning safeguarding children, our safeguarding policy will take priority over confidentiality.

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of clubs, will have current DBS clearance, and other required recruitment checks. These records are held on the school's Single Central Record.

Club staff will follow existing school policies and procedures for child protection and the code of conduct. Where after school clubs are run by external agencies, all school policies and procedures will be communicated by senior leaders.

Where ICT equipment is used, they must also follow the school's online safety policy and procedures.

Children will be allowed to walk home from club if they have existing permission to walk home from school. Otherwise, existing arrangements for dismissing children will apply.

Fire Procedure

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly via the closest exit.

They will congregate on the grass outside of the main entrance to school. The club register should be taken outside and all names checked.

There will be a fire practice once per term.

Medication

Inhalers are kept in children's trays in KS1-2 and centrally in EYFS for other children. If a child needs an inhaler, a member of staff will escort the child to their class and observe that the medication has been taken correctly.

All other medication administered will follow the existing school policy (Support of Children with Medical Conditions Policy). First aid trained staff will be on the premises while clubs are running.

If in doubt as to the application of this policy, parents/carers are encouraged to contact the School Office for clarification.

Risk Assessment

Separate risk assessments will be completed for club sessions and activities where appropriate.

Complaints

All complaints notified in writing by a parent/carer regarding any club will be investigated by a member of the school's Senior Leadership Team and a record kept of the outcomes.