

# Breakfast and After-School Club policy

## Costock C of E Primary School



**Approved by:** F&P Committee

**Date:** Summer Term 2020

**Next review due by:** Summer Term 2021

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## 1. Aims

Costock C of E Primary School provides a high quality breakfast and after-school club. Its aim is to provide a range of stimulating and creative activities in a safe environment.

Breakfast Club operates from 7.45am – 8.50am and after-school club operates from 3.25pm – 5.45pm term time. Current costs for each session can be found in section xx of this policy and on our school website. A copy of this policy is also available on the school website.

## 2. Terms and Conditions

By booking your child into breakfast and/or after-school club you are agreeing to the following terms and conditions:

### 2.1 Attendance register

- Only children attending Costock C of E Primary School are eligible to attend the clubs.
- All places are subject to availability.
- All places must be booked via the School Money system before the close of business the day before attending the session.
- If your child does not attend a session that you have booked for you will be still be charged (unless your child is absent due to unforeseen illness).
- You can cancel a place up to the close of business the day before via the School Money and no charge will be made (the system will place a credit on your account).
- Places will be available to book in advance at the beginning of each half term (school will advise you by text message that the system is available for bookings).

### 2.2 Arrival and Departure

#### Breakfast Club

- Parents/Carers are required to bring their child directly into the school reception and staff will be alerted to your arrival when you press the bell situated on the reception desk.
- Parents are requested to arrive between 7.45am and 8.15am.
- Parents must not leave their child unattended in the school reception; it is the parents' responsibility to ensure that their child has been safely handed over to school staff.

- Attendance will be checked against the booking sheet and the office will be advised of any missing children.
- Children will be directed onto the playground at 8.45am by staff where they will be supervised.

### **After School Club**

- Children will be directed to after-school club by their class teacher.
- Attendance will be checked against the booking sheet and the teacher's will be advised of any missing children.
- Parents/Carers are requested to collect their child directly from the school reception and staff will be alerted to your arrival when you press the bell situated on the reception desk.
- Children will only be handed over to the parents/carers listed on their original school registration form. If you wish someone else to collect your child please inform the school office before the end of the school day (3.25pm)
- The time you collect your children will be recorded.

## **3. Daily Routine**

### **3.1 Breakfast Club**

- 7.45am – 8.15am parents bring their children to breakfast club where a range of activities are available.
- 8.00am - children wishing to have breakfast wash their hands and enjoy breakfast. Breakfast will be served until 8.15am.
- 8.40am tidy up time encouraging the children to take responsibility for the environment.
- 8.45am children collect their coats and bags and are escorted to the playground where they meet up with the rest of the children awaiting the start of school.

### **3.2 After-school club**

- 3.25pm children go to the school hall.
- 3.30pm register will be taken.
- 3.35pm – 3.55pm children will wash their hands and be offered a drink and a snack.
- 3.55pm onwards children can then choose from a range of play and planned activities, both indoors and outdoors until collected.

## **4. Behaviour**

Whilst attending breakfast and after-school club children are expected to adhere to the school behaviour policy including:

- 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.
- Respect the equipment used.
- Following the instructions of the staff
- The school reserve the right to refuse a place for a child for unacceptable behaviour.

## **5. First Aid**

All accidents will be recorded in the school accident book and accurately reported to the parents/carer where it is deemed necessary. All incidents will be dealt with by a qualified first aider. Parents of any child who becomes unwell will be contacted immediately.

## 6. Uncollected children

We request that all children are collected by 5.45pm. Please contact the school immediately if you will be arriving after this time and leave a message on the school phone. Time of collection will be recorded and we reserve the right to refuse place for your child if late collection becomes a regular occurrence.

If a child has not been collected by 5.45pm the after-school club will initially check the school phone to see if a message has been left. If not then parents will be contacted in the first instance by telephone. If parents cannot be contacted then the additional contacts parents have provided will be telephoned. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

## 7. Charges and Payment of Fees

Both breakfast and after-school club must be booked for via the School Money system which all parents will have access to.

### 7.1 Current Charges

- Breakfast Club with Breakfast - £4 per session
- Breakfast Club without breakfast - £3 per session
- After-school club collection up to 4.45pm - £4 per session
- After-school club collection between 4.45pm – 5.45pm - £8 per session

If a parent has booked the session for a 4.45pm collection and is more than 5 minutes late for this collection, the session will be amended on the school money system resulting in an additional £4 charge being added to the account. If this becomes a regular occurrence then the parent will be requested to book for the £8 session. If a parent is late for collection after 5.45pm a late charge fee will be levied after 5 minutes. This will be invoiced separately at a rate of £4 every 15 minutes thereafter.

### 7.2 Payment of fees

#### Procedures for payment of fees

- Fees should be paid directly on School Money via debit/credit card or you can book places on School Money and send payment via childcare vouchers. When using childcare vouchers please send breakfast club and after-school club as separate amounts so these can be applied correctly to your account. If you are not able to make payment by either of these methods please contact the school office.
- Payments should be made by the end of each half term at the latest. A reminder will be sent out the week before the final due date.
- Regular late payments may result in a parent losing their place.

## 8. Monitoring arrangements

This policy will be reviewed annually by the F&P Committee.

## 9. Links with other policies

This policy is linked to the following policies:

- Child protection policy
- Equal opportunities policy
- Health and Safety policy
- Behaviour Policy
- Charges and Remissions Policy