



Breakfast/After School Club Policy

Equal Opportunities

At Bells Farm we will continuously strive to ensure that everyone in our school is treated with respect and dignity. Each person in our school will be given fair and equal opportunity to develop their full potential with positive regard to gender, ethnicity, cultural and religious background, sexuality or disability.

Safeguarding

The welfare and safety of children who attend our school is our paramount concern. We will promote the health, well-being and safety of the pupils in all we do. We recognise that our children have the right to protection, regardless of age, gender, race, culture or disability. We understand our responsibilities set out under section 175 of the 2002 Education Act and the latest version of the Statutory DfE Guidance 'Keeping Children Safe in Education' to work together in partnership with other agencies to help children to grow up in a healthy and safe environment.

Aims of the policy

- To provide a childcare facility that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To provide children with a nutritious breakfast and/or a nutritious light tea and drink at the After School Club.
- To maintain strong partnerships with parents/carers.
- To provide a range of play activities to engage and stimulate the children.

Organisation

- The Breakfast Club is open Monday-Friday from 8.00am – 8:50am.
- The After School Club is open Monday-Friday from 3:15pm – 5.30 pm
- The Clubs are available for all children from Reception to Year 6.
- The Clubs are located in the Dining Hall. Parents/carers are asked to enter, sign for and collect their children via the playground entrance.
- Parents/carers are asked to agree to and sign a contract for both clubs prior to booking.



Breakfast Club

Children will get a choice of cereals, fruit and milk to begin their day. Parents/carers are responsible for informing the Breakfast Club Leader of any dietary requirements. After the children have eaten, they will have the opportunity to get involved in a number of activities. These include:

- Board games
- Lego or construction games
- Comics or books
- Computer activities
- Craft, drawing, puzzles.

At the end of the session, children will be taken to their respective classrooms by the Breakfast Club staff.

Breakfast Club Leader: Mrs Helen Jones

After School Club

Children will be taken directly from their classrooms by their teachers/teaching assistants at the end of the school day. If children are taking part in separate after-school activity clubs, they will be brought to the After School club after the activity club by a member of staff. Children are checked against the list of bookings from the School Money booking system.

The children will be offered a light tea at about 4pm. Parents/carers are responsible for informing the After School Leader of any dietary requirements.

Typical activities will include:

- Art and craft activities
- Sports activities and team games using the hall or playground
- Computer activities
- Reading books and comics
- Lego and construction
- Board games

After School Leader: Miss Vikki Potter



Behaviour

The school rules and behaviour policy will be followed to ensure consistency for the children at club. The Head Teacher reserves the right to withdraw the service if a child's behaviour is consistently unacceptable.

Collection from the After School Club

Collection will be from the playground entrance. On collection, parents/carers are asked to sign their child out and record the time that they leave. Children will only be handed over to the person(s) indicated on the registration form. If any other person is collecting the child, the club leader should be notified in advance and the safety password should be provided.

Cancellation

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the school building e.g. no heating or water supplies. In the event of closure, parents/carers will be informed via text/mobile app and the website will also be updated.

Booking

Bells Farm is a cashless school; we use School Money for all Breakfast and After School Club bookings. The bookings are required before midnight the day before you wish to use the service, using the online system www.schoolmoney.co.uk.

Due to staffing forecasting and Health & Safety implications we are unable to make bookings over the telephone or the front office. If you have not booked your child into breakfast or afterschool club alternative childcare arrangements will need to be made.

Fees and Payment

The table below indicates all the fees for the range of wrap around services provided by Bells Farm Primary School.



Tariff of fees

Type of Club	Fees
Breakfast Club	£2.00 per session
After school club	3.15-4.15 £3.50
	3.15-5.00 £7.00
	4.15-5.15 £3.50 (following a Club)
	4.15-5.30 £5.00 (following a Club)
	3.15-5.30 £10.00

Card Payments are made via the school money website www.schoolmoney.co.uk

Late Collection from After School Club

Collection after **5.30 pm but before 5.40pm** will incur an extra charge of **£5.00**
Collection after **5.40 pm** will incur a charge of **£10, for each additional 10 minutes or part thereof**. For example, collection at 6pm would incur a total extra charge of £25. This is to enable us to cover the costs of paying the club staff overtime.
If a child is not collected by 6:00pm and the After School Club has not been able to establish contact via the parents/carers' numbers or via any emergency contacts then the school's Late Collection policy will be followed and Children's Services will be contacted.

Staffing

The breakfast club is led by Mrs Helen Jones with additional support of Miss Hartill and a member of the Reception class team. The After School Club is led by Miss Vicki Potter, with additional support from Miss Johnson and Mrs Jones. If a member of staff is absent, she will contact the HR Manager, Mrs Lloyd in order for a replacement to be arranged. There is always another member of senior staff available to support in case of emergencies or other incidents until the After School Club closes at 5.30 pm.

Safeguarding and Health and Safety

In accordance with safeguarding arrangements, all staff involved in the running of the Breakfast and After School Clubs have current enhance DBS clearance and have also received Child Protection training and Paediatric First Aid training. All staff follow existing school policies and procedures for safeguarding, child protection, the code of conduct, health and safety and fire safety policies.



Where ICT equipment is used, they also follow the school's E-Safety policy and procedures.

Communication with Parents

Staff will communicate verbally with parents/carers bringing children, which may involve passing a message to the class teacher.

Accidents and Illnesses

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible. Basic first aid will be given by a qualified member of staff and the accident book filled in. The parent/carer will be given a copy of the accident book entry.

Medication

The Clubs follow the school's Medical Conditions in School policy, which includes guidance and procedures on medicines in school and individual health care plans (IHCPs), and Asthma policies and procedures. These are available from the Club Leaders on request.

Complaints

All complaints will follow the school's complaints policy. A copy of this is on the website.

This policy will be reviewed annually
Person(s) responsible: Mrs Butterworth

Date of policy: December 2018
Date of review: December 2019