



Breakfast Club & After School Club Policy

Ratified by: Full Governing Body
Date adopted: 26 September 2024
Review by date: September 2025

St. Mark's C.E. Primary School

After School & Breakfast Club Policy

Our vision is applied across all policies and guides our work: **Loving God – Serving others – Flourishing together**. Our school values are extremely important in supporting and guiding us in our actions and interactions with others. Our school values are verbs. They are things we do to help us live out our vision, to: **Respect, Aspire, Rejoice**. This policy has the school vision and values at its heart and aspires to foster a safe, happy and caring wrap-around care provision.

The Breakfast Club (BC) and After School Club (ASC) provide care and activities for children on roll at St. Mark's C.E. Primary School from 7:30am–8:30am (BC) and 3:00pm – 5:30pm (ASC), on the school premises. We provide a safe, secure and happy environment, supervised by professional, experienced staff. The varied programme includes arts and crafts, outside games, team games, free play and educational activities. By signing the Registration Form, you will be consenting to your child participating in these activities.

Children are supervised by Staff at all times during Club hours, until they are collected by their parent (or other named person). The parent/carer must give written permission if they wish a child to go home after ASC unaccompanied or with a third party. In exceptional circumstances, it may be possible to give verbal permission by telephone; however, the child will only be released if the ASC Staff can be confident of the identity of both the caller and the person collecting.

Admission to Breakfast Club & After School Club

Parents requiring a place or places at either Club must register each child to join the waiting lists (which includes existing members who want extra days or to change days).

A separate waiting list is operated for each week day. The waiting list is operated on a first come, first served basis with the exception of siblings who will have priority for the same days as a sibling already attending. In exceptional circumstances, the school may approve admission to Breakfast Club or After School Club for Safeguarding reasons, or for children with an exceptional need or vulnerability at the discretion of the Headteacher.

When a space becomes available on a particular day, this will be offered to the pupil at the top of the waiting list for regular admission on that day. If other days have been requested, but we are not yet able to fulfil, applicants will remain on the waiting list for until a space becomes available on their other chosen days. If for any reason the space is declined, it will then be offered to the next person on the waiting list. A space will only be held for one week. If an applicant is offered a place, but does not wish to take it up immediately, the place will be offered to the next child on the list.

The attendance of children of members of staff will receive special consideration where the staff member is required to be at school after hours.

Existing members must reenrol by making the required bookings for September on Arbor before the last week of the summer holidays.

Parents must book each child onto sessions on Arbor once a place has been offered. Bookings should be made at least one week in advance of each session. If a session has not been booked on Arbor then the child will not have a space in the After School/Breakfast Club.

One month's written notice of termination or changes in attendance must be given.

There is no obligation for the Clubs to provide ongoing care for children whose parents, or they themselves, display a regular pattern of disrespect, including but not restricted to bullying or abusive behaviour toward staff and/or peers. The committee must keep a list of any parents who have previously left the Club under adverse circumstances. Such parents can be admitted only after consideration by agreement with the Headteacher.

Breakfast Club & After School Club will make all reasonable efforts to cater for children with additional needs. If you have any queries regarding support your child may need at Breakfast Club & After School Club, please contact the school to discuss, prior to registering and booking, so that we can assess whether we can safely accommodate the request.

Fees Statement

It is the policy of Breakfast Club & After School Club to keep our fees competitive, whilst still raising enough income to cover our running and replacement goods costs.

The price per session per child applies to all children. This is payable for all sessions and if for any reason you choose not to use a particular session the fees are still due. However, you will still need to advise your Club Leader that you are not using us in order to eliminate looking for lost children. Bank holidays and INSET days will not be charged for. The club does not operate on Bank holidays or INSET days.

Fees are payable via Arbor. Childcare vouchers can be accepted with prior consent – copies of the payment must be submitted with your booking. All bookings must be made in advance on Arbor. Fees are payable in advance. If the booking is made by using a voucher, the Club cannot accept bookings without proof of voucher payment at the time of booking.

Non-payment for more than 1 week will result in a place being terminated.

After School Club finishes at 5.30pm; if you are delayed for whatever reason please telephone the club to inform them of the situation. A late payment fee of £5 for every 5 minutes will be charged if children are collected after the club's finishing time. The After School Club are obliged to contact social services if no contact can be made after 30 minutes of the club finishing.

Staff members may use the Breakfast Club & After School Club for children who are enrolled at St Mark's CE Primary School, payable at the usual fees. If staff are ill and their child(ren) do not attend, they will be deemed liable for the fees. In some cases of emergency, staff can use the ASC at the Headteacher's discretion.

Parents will incur the ad hoc, on the day, booking fee for children who are not collected from school on time and have to be brought to the office after 3:15pm, as they will need to be taken to the club to be left in their care.

Staff members may use the Breakfast Clubs & After School Club at a discounted rate if they are running clubs for children at the school while their child(ren) attend the club, or if required to attend a meeting at short notice (less than 24 hours' notice) before or after school. The discounted rate will be £1 for Breakfast Club and £2 for After School Club. The staff member should seek authorisation for the discounted rate when arranging the club or meeting with their line management. There is no guarantee that the discounted rate will be authorised if retrospective approval is sought.

Sickness, First Aid and Emergencies

If a child becomes ill during a Club session, every attempt will be made to contact one of the people listed on the Registration Form to arrange collection of the sick child. The child will be cared for until collected.

In case of a minor accident, basic First Aid will be administered. In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/legal carer to advise or discuss with him/her the course of action to be taken. Accidents, emergencies and other incidents judged to be significant are entered on the Accident/Incident Form.

The Club cannot accept any child to attend a session, unless the parent/carer or person with parental responsibility fully completes and signs the Registration Form. This process is our confirmation that our Terms and Conditions have been accepted. The Club accepts no liability for children's property whilst attending the Club sessions.

24 hours' notice must be given to the Breakfast Club & After School Club team in order to carry over a missed session due to illness as a credit for a future session.

Children that are sent home from School and are booked into the After School Club that do not give 24 hours' notice, the fee will only be waived if a child's absent is due to exceptional circumstances.

Food

We recognise the importance of healthy nutrition for children delivered in a calm, friendly family setting. We will provide a "substantial snack" for children attending after school sessions. This is not intended to substitute for a main evening meal that the child may receive at home.

Considerations for the menu provided will take into account each child's dietary needs, allergies and intolerances as well as religious and cultural restrictions. Food is prepared in line with the School Food Standards.

Toys

No toys are allowed at Breakfast Club & After School Club, including electronic devices.

Mobile telephones

If your child needs to bring a telephone into school, it must be stored in the school office during the full school day. A member of staff will retrieve and return any mobile telephones to students when they are dismissed to return home. Please be aware that the Office will be closed at 4pm, so any mobile phones will have to be collected before this and given to the Supervisor to keep safe.

Deviation from normal attendance

Changes to regular club attendance must be communicated to the Breakfast Club & After School Club team with as much notice as possible, defining how long the unusual attendance period will last for.

Financial disclosure

We are obliged by law to disclose accurate details to the Inland revenue of the childcare provided to parents and covers who are claiming UTCCC element. We therefore strongly advise that you ensure that your claim to the tax office matches the childcare we supply you.

Linked School Policies

School Policies continue to apply while Breakfast Club & After School Club are in operation, including:

Safeguarding Policy

SEND Policy

Regulation and Engagement Policy

Equal Opportunities Policy

E-safety and Data Protection Policy

Health and Safety Policy

Uniform Policy

Complaints Policy