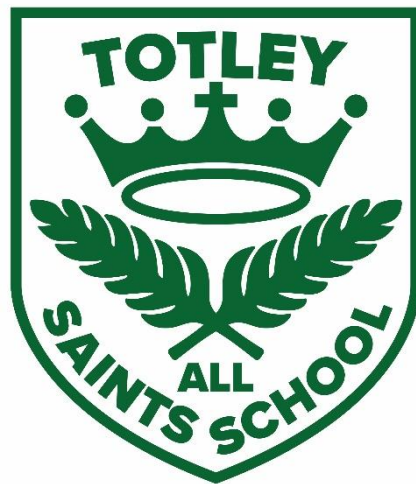


Breakfast and After School Club Policy & Procedure



“Growing & Learning Together!”

OFSTED Outstanding School 2016 and 2021

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Breakfast and After School Club Policy and Procedure

Introduction

At Totley All Saints CE Academy, we aim to provide a caring environment where every child can thrive and is supported to achieve their unique & amazing potential as a child of God.

The Breakfast and After School Club exists to provide high quality out-of-school hours wrap-around childcare for our families. It provides a range of stimulating and creative activities in a safe environment, within our ethos of 'excellence through faith and learning'.

The club is run by staff from the school.

Aims

The Breakfast and After School Club provides high quality wrap-around care for pupils at Totley All Saints CE Primary.

It aims to:

- Provide a happy, welcoming place at the start and end of the school day where all children are valued.
- Support parents by providing affordable before and after school childcare from 7.30am until 8.45am and from 3.15pm until 5.30pm respectively.
- Provide well-planned play activities.
- Offer the children a healthy breakfast each morning and a light snack at the end of the school day in a safe and friendly environment.
- Contribute to pupil's personal development.

Admissions

- All Breakfast and After School Club places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- Totley All Saints Breakfast and After School Club will consider applications in accordance with the following criteria:
 1. All children of working parents and carers requiring wrap around care on a regular basis for three or more days per week.
 2. All children at Totley All Saints from Reception to Year 6, who attend Totley All Saints, are eligible to attend these clubs.
- All club staff are made aware of the details of a new child.

Admission is conditional on the following undertakings by the parent/guardian:

- Fees are promptly paid (see fees section).

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- The behaviour of the child is acceptable for the safe & efficient running of the club. School policies, including Behaviour, apply in the same way as they do during the main school day.
- For all clubs, children will be accepted on the day or without weekly/termly notice if there are unforeseen circumstances. This is down to the discretion of club staff and subject to availability.
- Due to the size of our space, our numbers for each club is capped at 29. We will not exceed these numbers under any circumstance.

Staffing

Our Breakfast Club and After School Club are staffed by highly experienced members of our school staff. All staff who prepare food have received Level 2 Food Safety and Hygiene for Catering and are trained in Emergency and Paediatric First Aid. All staff have had basic Safeguarding Training which is refreshed every three years.

We have a ratio of 1:8 or less to ensure the safety and wellbeing of all pupils in our care.

Booking and Fees

Booking

Bookings are made via the Arbor system and can be made on either a daily or a termly basis. We can also offer some flexibility for those parents who regularly work different shift patterns. The bookings portal will be available up to 1 month before the start of the following term.

Cancellations must be made by 12pm on the day the child is due to attend.

We can accept on the day bookings for After School Club if the school office is contacted before 12pm on the day, subject to availability. This would be on a first come, first serve basis.

Fees

Breakfast Club is charged at **£5.50 per session**. This cost includes a healthy breakfast.

Free Breakfast Club starts at 08:20am. Any children who sign in prior to this time will be charged for the paid Breakfast Club.

After School Club is charged at **£10 per session**. This cost includes a healthy hot or cold snack.

Late fee charges:

- £5 per child after 18:00

Payment Methods

Invoices will be added to Arbor on the Monday following the week their child attended wrap around care.

The invoice must be paid in full by the Friday of the same week. If payment is late, the child will not be able to attend wrap around provision from the following Monday. Parents can pay in advance of the sessions via Arbor or by handing in cash at the school office.

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Parents can pay using the following methods:

- Electronically through the Arbor App/site
- In cash by giving the money to the School Office
- Using childcare vouchers

Arrival and Departure

Breakfast club

- Parents/carers will ring the doorbell and a member of staff will admit the pupil and record their attendance on the register.
- Staff will take the pupils to their class at the beginning of the school day.

After School Club

- Pupils in FS-Y2 will be collected from their classroom by a member of staff and taken to the After School Club.
- Pupils in Y3-Y6 will walk to the After School Club independently. Pupils will be registered when they enter the club.
- Parents/carers will ring the doorbell to collect their child. Only those on the approved list to collect will be able to do so unless the office was informed of an urgent change in arrangements. If the office have not been informed in advance, staff can refuse to allow the pupil to leave.
- Adults collecting who are unfamiliar to staff will be asked to show ID.
- Only people over the age of 16 can collect pupils from After School Club.
- All adults will be asked to sign the child out at the end of the session.
- If a pupil is late in being collected there will be a charge added to their account. If this is a regular occurrence, staff have the right to refuse for a child to attend After School Club.

First Aid

- All accidents will be recorded in the school accident book and accurately reported to the parents/carer upon collection.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- There will be a paediatric first aider in the club at all times and all incidents are dealt with by a qualified first aider.
- A first aid kit is located in the club and a first aid grab bag is used when children are playing on the school yard.

Parents of any child who become unwell during the club will be contacted immediately.

If a child is sent home during school hours, the club will be informed of their absence by the school office and the parent will not be charged for the missed session.

Medicines

- If a child has been prescribed a medicine to take in the school day, the Breakfast Club staff will ask parents to complete the school wide medicines form.
- Staff will check details have been filled in correctly and the medicine has been prescribed for that child by checking the label on the medicine.
- The medicine will be immediately taken to the school office and placed in the medicine cupboard/fridge. The form should be left of the School Office desk.

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- Staff in the club will not administer medicines. Parents should administer prior to Breakfast club starting and the office should administer before the end of the school day if needed.
- The school 'administering medicines policy' is adhered to at all times.

Medical needs

- The Breakfast and Afterschool club will have the medical care plan for all pupils who have registered for the club who have a medical need.
 - Medical Care Plans will be displayed in the staff kitchen.
 - Staff will follow all guidance on the Medical Care Plans.

Safeguarding

- All staff have received Basic Safeguarding Training which is updated every three years.
- The Designated Safeguarding Lead (DSL) is always on call to support with urgent Safeguarding issues that may arise.
- The Designated Safeguarding Lead and the Designated Deputy Safeguarding Leads are available during the day to discuss any non-urgent safeguarding concerns that staff may have. This is then recorded on CPOMS.
- All members of staff will hold a current DBS check.
- The child protection policy is reviewed by staff annually and is fully implemented in wrap-around care.

Behaviour

We recognise the importance of using effective behaviour management strategies and promoting children's welfare and enjoyment. Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies.

Whilst attending Breakfast and After School Club, children are expected to:

- Adhere to the School's behaviour policy, as they would during the school day.
- Use socially acceptable behaviour.
- Comply with the club rules, which are compiled by children attending the club.
- Respect one another.
- Develop their independence by maintaining self-discipline.
- Choose and participate in a variety of activities
- Ask for help if needed.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the child may be excluded from the club. The reasons and processes involved will be clearly explained to the child and their parent/carer.

Parental complaints

All complaints in writing by a parent regarding the breakfast club/after school will follow the school complaint's procedure.

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Snack

Breakfast/After School Menu: Our selection of food aims to be a healthy balance. Children have the choice whether to have food or not, although they are encouraged to do so.

Food allergies/intolerances/dietary requirements

- Staff will be informed by the school office of any children registered for Breakfast or After School Club have allergies or dietary requirements.
- Staff will carefully check ingredients lists of food purchased and will follow clear protocols for preparing food for children with allergies, intolerances or dietary requirements.
- Care plans for pupils with dietary needs, who are registered to attend the Breakfast or After School Club, will be displayed in the staff kitchen and adhered to at all times.
- Breakfast Club and After School Club staff will have access to the Main Office's medical cupboard to administer emergency medicine in case of allergic reaction.
- One member of staff is always on site who has had epi-pen training.

Emergency evacuation

- Staff have been trained in fire safety which is renewed annually.
- Staff are aware of the evacuation route and where to line up outside.
- Staff will ensure that each child is marked off the register when they are collected from the club by a parent/carer.
- Staff will take the electronic register outside and use it to check that all pupils in the club are safely out of the building.

Other policies associated

- * Safeguarding policy
- * Behaviour policy
- * Administering Medicines policy
- * Medical Conditions in School policy
- * First Aid policy
- * Health and Safety policy

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