

Breakfast Club and After School Club Policy

Date approved	Committee responsible for review of policy	Next review date	Policy on website	Statutory policy
2024	Headteacher	2025	Yes	No

Headteacher: Mrs Fiona Micklefield



Introduction

The Breakfast Club and After School Club is run by St Lawrence CE Primary School and exists to provide high quality out-of-school hours childcare for our parents. It provides a range of activities in a safe environment. The club operates from 7.45am – 8.45am (Breakfast Club) 3.15pm-5.45pm (After School Club) during term-time. The current costs for each session can be obtained from the School Office. Copies of the Club policy are given to all parents of children attending Club and are also available upon request and on the school website. All parents must complete a registration form for each child attending the club and sign an agreement to adhere to Club policy.

Admissions

- Only children attending St Lawrence CE Primary School are eligible to attend the Clubs.
- All places are subject to availability.
- An application form must be completed prior to the child's commencement at the club, containing information about the child's date of birth, address, health and contact details
- Parents are made aware of how to access policies and procedures.
- Requests for a place in either Breakfast or After School Club must be made 24 hours in advance of the day.
- Irregular users are welcomed provided there are spaces.
- All staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival

- Parents/Carers leave their children at the gate and the children walk into the hall.
- Children will be escorted into classrooms at 8.45am by the Breakfast club staff.

Food

Both clubs provide a light meal for the children where children have a choice of a variety of nutritious food.

Behaviour

Whilst attending Club children are expected to:

- Adhere to the school behaviour policy
- 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.
- Positive behaviour is encouraged by:
- Staff acting as positive role models.

- Praising appropriate behaviour.
- House point rewards.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, children will be reminded how to behave, after which if necessary, the child will be temporarily removed from the activity to have some time-out.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with parents and the implementation of school behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents will be recorded in the school accident book, and accurately reported to the parents/carer by school staff.
- 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.
- All incidents are dealt with by a qualified first aider.

Payment of Fees

- It is a requirement of the club that parents pay their fees promptly.
- If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible.

Procedures for payment of fees

- Payments can be made by either:-
- Online with your parent payment account.
- Cash or cheque in a named envelope when booking your child's place
- Payment can be made with childcare vouchers or the government tax-free childcare scheme
- Children of staff may attend for free.

Links to related policies

- Child protection policy
- Single Equalities Policy
- Health and Safety policy
- Charging Policy

Date Policy Issued: September 2024

Date to be reviewed: September 2025

Head Teacher's Signature
(Fiona Micklefield)

Chair of Governors
(Paul Whitty)