



# **Cartmel CE Primary School**

# **Breakfast and After School Club Policy**

## **2017/2019**

**The Governing Body adopted this policy on: June 2017**

**Approved by: Dorothy Milner**

**Review date: June 2019**

### **Mission Statement**

*'Mighty Oaks from Little Acorns Grow'*

We will do our best, be happy and honest, show respect and be friendly.

At Cartmel we create a happy caring environment based on Christian Values, where we value every child and encourage them to strive for their highest standards of achievement. We ensure that our young people go into the world as confident, independent, responsible citizens with a love for learning.

Our Mission Statement pays homage to our conviction that there is something potentially wonderful in every individual.

## **Aims**

- 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 snack and drink at the after school club.
- To have strong partnerships with parents/carers
- To provide a range of structured play activities to engage and stimulate the children, with an emphasis on promoting social interaction/development.

## **Organisation**

- The Breakfast Club is open Monday-Friday from 8:00am – 8:30am.
- The After School Club is open Monday-Friday from 3:00pm – 5:30pm
- The Clubs are available for all children from Reception age to Year 6.
- The Clubs are located in the School Hall/Main Building.

## **Breakfast Club**

Children will get a choice of cereals, toast, waffles or pain au chocolate 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
- Exercise activities (inside using the hall or outside)
- Lego or construction games
- Comics or books
- Computer activities
- Craft, drawing, puzzles
- Or, at the request of parents/carers, be heard reading or getting help with homework.

At the end of the session, children will be taken onto the playground at 08:30am by the Breakfast Club Leader. Supervision then passes to a member of the school staff.

## **After School Club**

Children meet in the old library area and will be collected by the after school club leader.

Children attending a separate after school club activity will be brought to after school club by that leader following the finish of their club.

The children will be offered a drink and biscuits on arrival. Snacks are available after 4:30pm and may be savoury biscuits, toast or similar. Fruit is available at all times. Only snacks will be provided not tea. Parents/carers are responsible for informing the After School Leader of any dietary requirements. Typical activities will include:

- Art and craft activities (painting aprons/shirts will be provided)
- Sports activities and team games using the hall or playground
- Wii games
- Computer activities
- Cooking using the school's dedicated cookery area. (a small fee may be charged in advance for ingredients)
- 'chill out' time with books and comics will be available
- Lego and construction
- Board games
- 'U' rated film nights in winter months
- Help with homework, reading or other learning.

Parents/carers may donate toys and games to the After-School Club but children should not bring anything valuable from home.

The Breakfast and After School Clubs are not responsible for the loss or damage to any items brought from home.

## **Behaviour**

The school rules and behaviour policy will be followed to ensure consistency for the children at club. We expect good behaviour and respect for others.

The Breakfast and After School Club reserve the right to withdraw the service if a child's behaviour is consistently unacceptable.

The direct number for the After School Club is: 01539533610

## **Collection from the After School Club**

Collection will be from the school hall. On collection, parents/carers are asked to sign their child out and record the time that they leave. Parents are asked to ring the bell/knock at the door if they arrive early to pick up their child. If there is no answer, then parents are asked to ring the After

School Club phone number. Children will only be handed over to the person(s) indicated on the registration form. If any other person is collecting the child, the Leader should be notified in advance and a safety password will be provided.

### **Fees and Payment**

Breakfast Club Fees: 8am – 8:45 £3

All payments for the Breakfast and After School Club should be made with the leader/the school office or online.

After School Club fees:

3:00pm – 3:30pm £2.50

3:00pm-4:30pm £4.50

4:00pm- 5:30pm £4.50

3:00pm – 5:30pm £6.50

- Fees are payable in advance – unless arranged otherwise (billed monthly).
- Fees can be paid by cheque/cash or online.
- Fees may be paid on arrival at the Breakfast Club.
- If cash is being paid on arrival then the correct change is expected
- All payments will be receipted.

If, for some reason, payment is not made on arrival at the session in the case of the Breakfast Club or on collection from the After School Club, then payment **MUST** be received within one school day. If payment is not received within one school day, parents/carers will forfeit the opportunity to use the club for their child. This is unless arrangements have been made to be billed and pay monthly.

### **Use of Clubs**

Where possible, we would appreciate advance notice of a child attending a club, in order to ensure appropriate staffing and provision.

### **Staffing**

Staffing follows a ratio of 1:8. If a member of staff is absent, they will contact the Head teacher in order for a replacement to be arranged. There is generally another member of staff on site to support in case of emergencies or other incidents until the After School Club closes at 5:30pm. Where this is not possible and on nights when only 1 leader is present, check in calls are made periodically to the After School Club leader and an end of session text sent to Headteacher/other arranged staff member, once all children are collected.

### **Safeguarding and Health and Safety**

- In accordance with safeguarding arrangements, club leaders involved in the running of the Breakfast and After School Clubs have current DBS clearance and have also received Level 1 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 policies and fire safety procedure.
- Where ICT equipment is used, they also follow the school's E-Safety policy and procedures
- A separate risk assessment has been completed for the Breakfast and After School Clubs.

### **Communication with Parents**

- Staff will communicate verbally with parents/carers bringing children, which may involve passing a message to the class teacher.
- Written notes to parents from the class teacher will be passed on via the Club Leaders.

### **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 asked to sign the accident book on arrival.

### **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.

### **Equal Opportunities**

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equal Opportunities policy.

### **Complaints**

All complaints will follow the school's complaints policy

### **Policies**

All school policies can be viewed online on the school website. This policy falls in line with our Charging and Remissions Policy, also to be found on our school website.