

FARCET C. of E PRIMARY SCHOOL



BREAKFAST & AFTER SCHOOL CLUB POLICY

'Let your light shine' Matthew 5:16

Date Agreed: April 2025

Date for Review: April 2029

This policy, having been presented to, and agreed upon by the whole staff and Governors, will be distributed to:

- All teaching staff
- School governors

A copy of the policy will also be available in:

- The staffroom
- The school website
- The school office



Introduction

Farcet C of E Primary School provides **Breakfast and After School Club** care for the pupils of the school. We provide care for children between the ages of 4 and 11.

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.
- To encourage children to develop friendships between age groups and work together cooperatively
- Organisation
- The Breakfast Club is open **Monday-Friday from 8.00am – 8:40am.**
- The After School Club is open **Monday-Thursday from 3:20pm – 5.00pm**

The Clubs are available for all children from Reception to Year 6 and is held in a range of spaces in school to allow for a range of free play activities to be accessed. Parents/carers are asked to collect their children via the school entrance.

The Rise and Shine Breakfast Club

Children will be given a choice of cereals, toast and fruit. Fresh drinking water is available to the children at all times. Parents/carers are responsible for informing the Breakfast Club Leader of any dietary requirements or allergies. After the children have eaten, they will have the opportunity to engage in a number of activities. These include but are not limited to:

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

Children are encouraged to help prepare and serve breakfast and support in the cleaning up of the session. At the end of the session, children will be taken to their classrooms by the Breakfast Club Leader.



The 'A' Club (After School Club)

KS1 children will be collected by the After School club leader. KS2 children should make their own way to the club to be registered where the leader will be there to greet them. Following registration, any child attending a separate after-school club activity will join the other children attending the activity. At the end of the activity, they will be brought back to the after school club and its leader.

The children will be offered a light snack and drink. Snacks may include biscuits, fruit, jelly, cheese and crackers, toast. Parents/carers are responsible for informing the After School Leader of any dietary requirements or allergies.

Children will be able to engage in a range of activities. Typical activities will include but are not limited to:

- Art and craft activities
- Computer activities - Outdoor play and games
- 'Chill out' reading areas
- Film night
- Card Games
- Lego and construction
- Board games

Children should not bring anything valuable from home as the Breakfast and After School Clubs are not responsible for the loss or damage to these items.

Fees are payable in advance using the school's online payment system My Child At School. No concessions will be given for late arrivals.

Behaviour

The school behaviour policy will be followed to ensure consistency for the children at club. We expect good behaviour and respect. We use various techniques to encourage good behaviour including praise and rewards such as stickers and house points. The Breakfast and After School Club reserve the right to withdraw the service if a child's behaviour is consistently unacceptable.



Booking

It is essential that pupils are booked into the Breakfast Club at least 2 days in advance of the session required. Payment and booking should be made in advance via My Child At School. There are a limited number of places available and therefore will be allocated on a first-come, first-served basis. All information provided remains confidential. The Breakfast Club Leader is Miss Absalom.

After School Club

It is essential that pupils are booked into the After School Club by **at least 1 day in advance of session required**. Payment and booking should be made in advance via the school's online payment system My Child at School. There are a limited number of places available and therefore will be allocated on a first-come, first-served basis. In an emergency, a child may be booked into the After School Club on the same day but only if it is confirmed that a place is available. A telephone call to the School Office needs to be made by 3pm to confirm there is space. The After School Club leader is Mrs Oldfield.

Collection from the After School Club Collection will be from the main school entrance. Parents and carers are asked to ring the school doorbell on arrival. 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 visitors should be prepared to show ID if the leader does not recognise the person collecting.

Fees:

Breakfast Club Fees:

8.00 am- 8:40 am £5.50

After School Club Fees:

3:20pm – 4:00pm: £5.50

3:20pm – 4:30pm: £7.00

3.20pm – 5:00pm: £8.50



Fees are payable in advance

Fees should be paid using the school's online payment system My Child At School

If a late booking is made to the After School Club, payment MUST be made straight away using the school's online payment system. (My Child At School) The above are flat rate charges. No concessions will be given for late arrival in the morning or early collection at the end of the day.

If, for some reason, payment is not made prior to the session, 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. In the unlikely event that there is debt against an account, the place will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with a member of the leadership team, and subject to availability.

Absence:

If your child has been booked into Breakfast Club or After School Club in advance and they are absent from school, the fees are still payable. There will be no charge if the child misses a session due to a Farcet educational trip.

Cancellation:

On rare occasion, the school may need to cancel the before or after school club provision. This may be due to adverse weather conditions, lack of staff or problems with the school building e.g. no heating or water supplies or due to staff illness. Cancellation of Breakfast Club and After School Club is at the discretion of the Headteacher.

In the event of closure:

A member of school staff will endeavour to contact parents/carers by telephone by 7:00am to advise of Breakfast Club closure and by midday for After School Club closure.

During adverse weather conditions school closure will be reported on the website and all parents are contacted via text and email.



Refunds

There will be no credits, refunds or alternative sessions for sessions booked but not used, even in the case of your child being off school sick. However, if the school cancels the club, a refund will be offered or the chance to carry payment forward into the next week.

Late Collection from After School Club

Collection after 5.00pm (or the pre-booked time) may incur an extra charge of £5.00 for every 10 minutes (or part thereof) beyond the collection time.

If payment is not received by the date stated in the additional charge letter, parents/carers will forfeit the opportunity to use the club for their child.

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 Social Care will be contacted. If late collection occurs on 3 occasions within a month, parents/carers may forfeit the opportunity to use the club for their child.

Staffing

Staffing follows a ratio of 1:15 for Breakfast Club and 1:15 for After School Club. If a member of staff is absent, the Headteacher will attempt to arrange for an alternative staff member to lead the club. There is always a member of SLT on site and/or contactable to support in case of emergencies or other incidents until the After School Club closes at 5.00pm.

Safeguarding and Health and Safety

All staff will adhere to the Farcet Staff Code of Conduct and all school policies including health and safety and fire safety procedures.

The maximum number of children will not exceed all the ratios stated above.

All After School club staff are DBS checked and must attend safeguarding induction and/or training.

All staff must be familiar with the Farcet CofE Primary School Safeguarding Policy and related policies/documents, plus be clear about how to deal with safeguarding concerns.

Communication with Parents and Carers

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.

Health & Safety

- Staff must follow the Farcet Health and Safety, Online Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- The procedures to follow in the event of a fire or evacuation are detailed in the school evacuation procedures
- All staff must make themselves familiar with the above documents. In case of emergency (such as medical or missing child) a member of the Senior Leadership Team will be informed immediately and procedures followed

Accidents and Illness

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 necessary. Basic first aid will be given by a qualified member of staff and recorded using our SmartLog system.

Medication

The Clubs follow the school's Medical Conditions in School policy, which includes guidance and procedures on medicines in school and procedures. These can be found on the school website.

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.