



Breakfast and After-School Club Policy

Review Frequency	Annual
Last Reviewed	November 2021
Date for Next Review	November 2022

Introduction

The Bankfields Primary School Breakfast and After-School Club is run by Bankfields Primary School staff, managed by out-of-hours managers, and exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

- The breakfast club manager is Mrs Stacey Harding and she is supported by Mrs Karen Sirs.
- The after-school club manager is Mrs Beverley Glover and she is supported by Miss Gaynor Porritt (Monday – Thursday) and Mrs Karen Sirs (Friday).

The club operates from 8:00 – 8.50am and from 3.15pm – 5:40pm term time, and current costs for each session can be obtained from the School Office. A copy of this policy is available on the school website.

All parents must complete a booking form (appendix A) for each child attending the breakfast (appendix A) or after-school club (appendix B).

Admissions

- Only children attending Bankfields Primary School are eligible to attend Club.
- Bookings must be made at least 24 hours in advance so that we can ensure appropriate staffing levels.
- All parents can view this policy on our school website.
- All club staff are made aware of the details of a new child. Bookings are also recorded in the diary which is held in the school office.
- For after-school club, staff are provided with contact details for the parents/carers of each child.

Arrival and Departure

Breakfast Club

- Parents/Carers are required to bring their child *directly to breakfast club* and hand their child/children over to a member of breakfast club staff. Breakfast Club starts at 8am, no child should be standing outside the school before this time especially in bad weather.
- Parents should enter breakfast club via the main school entrance and staff will be alerted to your arrival.
- Children will line up ready to go to their registration groups at 8:45am and will be supervised by breakfast club staff until they are taken up to their classrooms to meet their teachers at 8:50am.

After School Club

- Those children attending afterschool club will be collected from their classrooms by a staff member and taken to the after-school club room.
- After-school club closes at 5.40pm and all children must be collected before this time.
- When parents arrive at the East Building to collect their child, they should ring the door bell.

- All children should be collected by an adult from after school club.
- If there is an emergency and parents are unable to make arrangements to collect their child and request that children should walk home alone, please be aware that the parent is fully responsible for the safety of their child once they have left the school building
- If parents fail to collect their child from school on time, they will remain with the class teacher for the first 10 minutes and will then be placed in after school club at a minimum cost of £2.

Daily Routine

Morning session

- 8am onwards parents bring their children to Breakfast Club situated in the West Hall where a range of activities are set out.
- Children will then be offered breakfast.
- 8.40am tidy up time encouraging the children to take responsibility for the environment.
- Breakfast club staff clean and store the dining tables back in the cupboards ready for lunchtime.
- 8.45am children collect their coats and bags and line up ready to go to their registration classes.

Afternoon session

- 3.15pm children will be collected by the after-school club staff and taken across to after-school club which is situated in the Community Room in the East building.
- 3:30pm children will be offered a snack and a drink.
- Once they have eaten, children can then choose from a range of play and planned activities, both indoors and outdoors.
- 5:40pm after-school club closes.

Food

At breakfast club, children have a choice of breakfast foods including:

- Cereal with milk
- Toast with butter, jam or lemon curd
- Juice or water.

In after-school club, the children have a snack and a drink such as:

- Bagels
- Toast
- Crackers
- Juice, hot chocolate or milkshake.

All food is prepared in line with the school food preparation standards and this is monitored by Redcar and Cleveland's Environmental Health Department.

Parents need to notify school if their child suffers from any food allergies or intolerances.

Behaviour

Whilst attending Breakfast and After-School Club, children are expected to follow the rules and behaviour expectations of Bankfields Primary School:

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents about individual achievements as well as sharing any concerns.
- Breakfast and after-school club staff interacting with the children and participating in activities with them.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner following our Bankfields Primary School behaviour policy.
- Staff will consult with school senior leaders and parents to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with SLT and parents along with the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Headteacher may decide that the child is no longer able to attend breakfast and after-school club. 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, accurately reported to the parents/carer upon collection and signed by a member of breakfast or after-school club 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.
- Parents of any child who become unwell during Club will be contacted. If a child is sent home during school hours, after-school club will be informed of their absence.

Missing or Uncollected children

Missing children

In the event that a child goes missing from breakfast or after-school club, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
- Club manager will search the inside of the building and delegate an outside search of the school grounds to another member of staff. If the child remains missing, the emergency services will be contacted along with the child's parents.

Uncollected children

If a child has not been collected by 5:40pm parents will be contacted in the first instance by telephone. If children are collected after 5:40pm, parents will be charged an additional £2. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable, senior staff in school will be contacted and if parents or carers can still not be contacted, Redcar and Cleveland MACH will be informed.

Payment of Fees

- Invoices will be issued every Friday via ParentMail for the days your child/ren used the facility during that week
- Payment must be made via ParentMail and any debts must be cleared before your child/ren can use the facility again
- Parents/Carers must give 24 hours' notice if they wish to withdraw their child
- If you wish to use the Childcare Voucher Scheme, you are still required to complete a booking form and school will record this payment on Parentmail once we receive your voucher
- Un-notified absence is charged at the full amount
- Notified absence will be carried forward to the following week.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

Appendix A – Breakfast Club Booking Form

Bankfields Primary School Breakfast Club Booking Form

Week Commencing	
Child's Name	
Child's Class	

Please complete for the day(s) required each week. Please note that sessions are subject to availability. Breakfast Club runs from 8.00am to 9.00am, Monday to Friday. Parents/Carers are requested to drop their child off using the Main School Reception entrance.

Monday	Tuesday	Wednesday	Thursday	Friday

Cost = £2.25 per session per child

Full week booking = £10.00

- All bookings must be entered on this booking form 24 hours in advance, no other form of notification will be accepted
- Invoices will be issued every Friday via ParentMail for the days your child/ren used the facility during that week
- Payment must be made via ParentMail and any debts must be cleared before your child/ren can use the facility again
- Parents/Carers must give 24 hours' notice if they wish to withdraw their child
- If you wish to use the Childcare Voucher Scheme, you are still required to complete a booking form and school will record this payment on Parentmail once we receive your voucher
- Un-notified absence is charged at the full amount
- Notified absence will be carried forward to the following week
- Breakfast Club starts at **8am**, no child should be standing outside the school before this time especially

Parent's Signatu

Bankfields Primary School

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After School Club Booking Form

Week Commencing	
Child's Name	
Child's Class	

Please complete for the day(s) required each week. Please note that sessions are subject to availability. After School Club runs from 3.15pm to 5.40pm, Monday to Friday. Parents/Carers are requested to pick up their child using the East Building entrance.

Monday	Tuesday	Wednesday	Thursday	Friday

First Child = £6.00 per session

Full week booking = £29.00

Siblings = £5.00 per session

Full week booking = £24.00

- All bookings must be entered on this booking form 24 hours in advance, no other form of notification will be accepted
- Invoices will be issued every Friday via ParentMail for the days your child/ren used the facility during that week
- Payment must be made via ParentMail and any debts must be cleared before your child/ren can use the facility again
- Parents/Carers must give 24 hours' notice if they wish to withdraw their child
- If you wish to use the Childcare Voucher Scheme, you are still required to complete a booking form and school will record this payment on Parentmail once we receive your voucher
- Un-notified absence is charged at the full amount

