

## Breakfast and After School Clubs Policy

### Rationale

The breakfast and after school clubs are organised by St Mary's Catholic Voluntary Academy. It is an extended school provision designed to allow children to be in school from 7:30am onwards and after school until 5:30pm, to have the opportunity to have a snack for a healthy start to the day and after school, and to join in activities on offer.

Children are encouraged to be independent at these times, to make decisions for themselves and to participate in informal activities with each other developing social and interactive skills.

### Objectives

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day and at the end of the school day.
- To enable pupils to eat breakfast before the start of the school day and at the end of the school day, in a pleasant, relaxed environment.
- To provide a calm play environment for those pupils.
- To provide an affordable service for working parents.

### Organisation

The breakfast and after school clubs are open to all pupils attending St Mary's. Breakfast club is open from 7:30am, but children should arrive no later than 8:30am to enable staff to clear food and clean before the start of the school day. After school club runs from the end of the school day to 5:30pm.

The child's details, medical conditions, the parent's contact number are kept in the School Office. It is the responsibility of the parents to ensure that the office is informed of contact changes.

### Use of registers

The breakfast club register is taken throughout the morning as pupils arrive for the session and after school before the children move to the wraparound care suite. These records are held securely in school.

In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

### Staffing and supervision

The children are adequately supervised at all times. We have a cap of 30 pupils for breakfast club and after school club, with 2 staff on duty where required. All members of staff are DBS checked. At least one member of staff on duty holds a current first aid certificate and a Food Hygiene certificate.

# ST MARY'S CATHOLIC VOLUNTARY ACADEMY

If more children require the provision, a member of the Leadership Team is available to organise additional adults in order to ensure ratios are maintained or cover themselves in the absence of another adult in school.

A register is taken of all children attending. It is the responsibility of the parent to ensure that the children are handed over safely to the staff. At this point if ratios have been met, the parent/guardian will be asked to stay with the child until ratios are adjusted.

## **Food and Activities**

Children will be offered a healthy snack for breakfast and after school. Healthy food such as fruit will always be available.

Following breakfast and after school, a number of activities will be on offer for the children to participate in. These will include craft activities, games, toys and children's television. All resources necessary for the club will be purchased through the school budget designated for such purchases.

## **Behaviour Policy**

Our Behaviour Policy will be broadly in line with the Schools Behaviour Policy. Our behaviour policy will be based on a whole school approach to positive reinforcement and modelling of good behaviour. Children are expected to show a good standard of courtesy and behaviour at all times.

If there are concerns with behaviour, then parents will be contacted. Ultimately exclusion from breakfast club will be the final sanction from such provision when all possible strategies have failed in line with the school's behaviour policy.

## **Pricing policy**

The breakfast club daily fee is £4.00 from 7:30am – 8:45am

After school club daily fee is £8.00 from 3:15pm – 5:30pm

This fee is to cover the cost of:

- Staffing
- Food
- Equipment and day to day running of costs

It may be necessary to change fees from time to time; however, parents/carers will always be given at least one month's notice of this.

## **Fire Procedure**

Children should exit using the closest fire escape and assemble on the playground. All registers should be taken and the children checked.

## **First Aid**

If first aid is administered, the treatment given is recorded on an incident slip. A note and/or telephone call will be made to inform parents of what treatment the child has received.

**Medication**

All medication is handed over to another adult as part of the hand-over and the relevant forms completed by parents and carers, in line with the school's policy (see the Medical Needs and Administering Medicines policies).

**Risk Assessment**

A risk assessment has been carried out for the breakfast and after school club.

This policy will be reviewed by the governing body as and when it is deemed necessary with changing circumstances and the extended numbers to the school.

**February 2024**