ST MARY'S CATHOLIC VOLUNTARY ACADEMY

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 Monday to Friday 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. Breakfast is not served after 8.20am so any children arriving after this time should have already eaten. After school club runs from the end of the school day to 5:30pm Monday to Thursday.

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.

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 haven't 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.

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, free play 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.

Rules of our wraparound care

- No child has an automatic right to a place at wraparound club. Places are limited and there may not be enough spaces for everyone. Places are allocated on a first come, first served basis. We have strict staffing ratios which we must adhere to.
- If a child's behaviour at wraparound club is disruptive, threatening to staff or other children or violent to staff or other children, we require that child to be picked up immediately and they will not be able to have a place at wraparound again. This is at the headteacher's discretion.
- If an adult's behaviour is disrespectful, threatening to staff or violent to staff, that child will not be able to have a place at wraparound again. We have the right to ban adults from the school grounds. This is at the headteacher's discretion.
- If a child is picked up from after school club late on a regular basis, then that child will not be able to come to after school club again. Late pickups (after 5.35pm) are charged at £8.00. Parents and carers should familiarise themselves with the late pick-up procedure, including the after-hours phone number as detailed on the wraparound poster and page on the school website.

- Children should not arrive for breakfast club if they are not booked in. If a child is not booked into after school club, we may not be able to provide a place for them due to our strict staffing ratios.
- Sessions should be booked at least 5 days in advance. We may not be able to take on the day bookings due to staffing ratios however we will always try our best to grant a place if possible.
- Parents/carers must not bring their children to breakfast club/leave their children at after school club unless a place at that session has been booked and paid for.
- We cannot cancel sessions inside a 5-day cut off window. This includes for sickness absence. This is necessary due to the need to staff sessions adequately in advance.
- If sessions are not paid for, ParentPay automatically cancels the booking, and a place will not be assigned for your child.

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. All staff have completed anaphylaxis training and undergone Level 1 Food Hygiene

Medication
We cannot administer medication at breakfast club or afterschool club except for emergency medication such as Epi-Pens or asthma inhalers.

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.

October 2027