

# Breakfast and After School Club Policy

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## The Blidworth and Rainworth Primary School Partnership

Blidworth Oaks, Heathlands and Lake View all provide wraparound provision on their school sites in the form of Breakfast Club (Before School) and After School Club (After School) for children aged 3-11 who are registered at the school.

This policy sets out our policy and procedures specific the Breakfast and After School Club provision, but should be read in conjunction with all other school policies.

We aim to:

- Provide an inclusive, happy, safe and stimulating environment for children to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions and to become competent and cooperative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents and work in partnership with them to provide high quality play and care for their children.
- Offer inclusive services that are accessible to all children.

Our clubs are committed to meeting the needs of parents and carers by:

- Listening and responding to their views and concerns.
- Keeping them informed of our policies and procedures, including opening times, fees and charges and our programme of activities.
- Encouraging communication with parents.

We are committed to providing:

- Care and activities that put the needs and safety of children first.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- An inclusive play environment where bullying and discrimination will not be tolerated.

### Details of Breakfast and After School Club Provision

Blidworth Oaks, Heathlands and Lake View all provide wraparound provision on their own school sites in the form of Breakfast Club (Before School) and After School Club (After School), during term time only, for children aged 3-11 who are registered at the school. Our times and prices are:

#### Blidworth Oaks and Heathlands

Breakfast Club	7.30am to start of school day	£4.50
After School Club	End of school day to 6.00pm	£9.50 (With Snack)
	End of school day until 4.30pm	£4.50 (No Snack) £7.00 (With Snack)
	4.30pm - 6.00pm	£7.00 (With Snack)

#### Lake View

Breakfast Club	8am to start of school day	£3
After School Club	End of school day to 6.00pm	£9.50 (With Snack)
	End of school day until 4.30pm	£4.50 (No Snack)
	4.30pm - 6.00pm	£7.00 (With Snack)

The number of places in Breakfast and After School Club varies based on the needs of children attending the provision and the age of children attending the provision.

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To ensure the safety of your children we operate a strict policy with only pre-booked children attending our provision. Our provision gets very busy. We advise that advanced bookings are made to avoid disappointment.

### **Enquires/Contacting Breakfast and After School Club**

During the School Day - Breakfast and After School Club enquiries are made via our school office following the usual school contact details and methods.

Between the hours of 7.30am (8am at Lake View) to 8.30am / 4pm until 6pm:

- Blidworth Oaks - 01623 792348 (Option 3)
- Heathlands - 07742069333
- Lake View - 01623 401402 (Option 3) or 07355091279

### **Bookings Procedure**

Breakfast and After School Club bookings will be closed to anyone who has not used the club before. This will ensure we can better control the numbers of parents/carers booking into the clubs and will ensure we are better prepared to support the dietary and medical needs of new children who decide to start accessing the clubs. If you haven't used Breakfast and/or After School Club previously and you would like to start using it, you just need to **contact the office directly** and we will open up the booking system to you on the Gateway App subject to availability.

Parents/carers who regularly use breakfast and/or after school clubs will need to use the school gateway app to make bookings.

Bookings can be made in advance (However, please be aware of our 48 hour cancellation policy - below).

Please log into the app and select dates of sessions required. Payment has to be made to secure places.

If you are using a voucher system, please inform the school office who will support you with making bookings.

Booking will close at **11am daily** for both that day's *After School Club* and/or the next morning's *Breakfast Club*. If you need to book either of these sessions after 11am you will need to contact the school office directly. We will accommodate you if we can but this will not be guaranteed. This will ensure that no last-minute bookings affect our staff ratios and ensure we can be well prepared for supporting any dietary or medical needs of pupils booked onto the provision.

Please DO NOT turn up at the Breakfast Club provision without a booking as your child will be turned away.

### **Cancellations**

If you wish to cancel a session, please contact us as soon as possible.

We are able to credit cancelled sessions in the following circumstances:

- With a minimum of 48 hours notice provided to the school office

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- If your child has been selected to take part in a before/after school event meaning your session is no longer needed.
- If a child (or sibling of a child) is ill and unable to attend school or has been sent home ill from school

The school reserves the right to withdraw your child's place. This could happen under, but is not limited to, the following circumstances:

- Non payment of sessions
- A debt on your school account
- A child is persistently collected late (after 6pm)
- Behaviour concerns, including suspension of your child.

### **Drop off and collection of children**

Breakfast and After School clubs are located at the following places:

- Blidworth Oaks - Breakfast and After School Club entrance is signposted and accessed from Belle Vue Lane
- Heathlands - Butterfly Room. Accessed via the main school gates. Please follow signs.
- Lake View - Accessed via the main reception to the school.

**Breakfast Club** - you can drop your children off from 7.30am (8am at Lake View) in the morning but please do not leave them unattended at the entrance.

**After School Club** - you can collect your children at any time during the course of the session, as long as they are collected no later than 6.00pm.

We will only allow collection of children by adults known to the school. If you make alternative arrangements for the collection of your child/ren, you need to notify the school, giving details of the person who will be collecting on your behalf.

### **Late collection**

If you are running late to collect your child/ren, please inform us as soon as possible. If there is a problem in getting to the club on time, then the parent must ring the club to advise of the reason for the delay and make alternative arrangements for the collection of the child.

The club reserves the right to charge for late collection (after 6pm) in order to cover staff time. A fee of £5 per child will be charged for the first 15 minutes and a further £5, per child, for any subsequent 15-minute period.

If you have booked a part after school club session and you collect your child after 4.30pm, you will be charged for a full session.

The school reserves the right to withdraw a child's place at After School Club if a child's collection is persistently late.

### **Child's Details**

Breakfast & After School Club have access to the confidential pupil information for children who attend the school. This includes emergency contact details, medical information and SEND information. If you require the Breakfast and After School Club to hold any additional

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information regarding your child (including emergency contacts), please contact the school office.

### **Our Staff**

All of the Breakfast and After School Club staff are employed directly by the school and undergo all training and recruitment checks as per our school policies.

### **Behaviour**

Our clubs are a place where children feel welcome and safe, can have fun and be happy. It should be a place where they can make friends and be themselves, as well as a place where they can try new activities. The club expectation from children is to be kind and considerate towards other people and to look after the equipment.

Breakfast and After School Club follow the school's Behaviour Policy. A copy of this can be found on our school website.

The school reserves the right to ask parents/carers to remove a child who refuses or consistently fails to abide by the club's expectations. All members of staff will treat children with respect and sensitivity and are expected to behave in a responsible manner.

### **Policies**

All school policies will apply to the Breakfast and After School Club, including Safeguarding policies and Health and Safety Policies. Copies of school policies can be found on our website.

### **Medical needs including allergies**

The Breakfast and After School Club will have access to all medical information held by the school.

The Breakfast and After School follow all school policies in respect of Medical Conditions.

### **Food**

#### **Breakfast Club**

We offer a light breakfast such as toast, a variety of breakfast cereals, juice etc.

#### **After School Club**

After School Club offers a variety of snacks, please see the menu on our school website for details.

The Clubs follow the dietary information held on our school system in respect of your child.

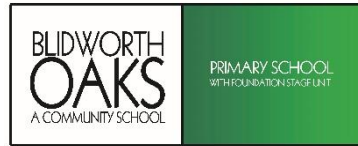
### **Activities**

The Breakfast and After School Club have a large range of activities and games, both indoors and outdoors that the children can access.

### **Complaints**

Should you have any cause for complaint, in the first instance please contact the person in charge. Should you wish to take the matter further, please follow the school's complaints procedure.

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### **Breakfast and After School Club Terms and Conditions**

By making a booking for Breakfast and/or After School Club at our schools, you are agreeing to abide by the following terms and conditions:

1. All session fees must be paid in advance of a session in order to confirm your child's booking (with the exception of bookings via some voucher schemes).
2. Cancellation of bookings must be made a minimum of 48 hours prior to the booked session in order to receive credit of payment, unless in the circumstances set out in the Breakfast and After School Club Policy.
3. Late collection of children will incur late collection fees as set out in the Breakfast and After School Club policy.
4. All bookings must be made via the school's Gateway App. Parents/carers using a voucher system must contact the school office to arrange.
5. Only children booked onto Breakfast and After School Club will be able to attend the provision. Please do not turn up without a booking.
6. The school reserves the right to increase the said fees at any time upon giving one calendar month's written notice of the proposed increase to the parent/carer.
7. The school reserves the right to withdraw a child's place at Breakfast and/or After School Club (Please see Breakfast and After School Club Policy for more information)
8. The Breakfast and After School Club follow all school policies and procedures. These can be accessed on the school website or on request at the school office.