



**Rowley Park**  
Primary Academy

## **Breakfast Club and After School Policy**

### **Aims:**

- To provide a happy, welcoming place at the start and end of the school day where all children are valued.
- To support working parents by providing an affordable childcare facility.
- Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at Breakfast Club.

**Opening Times:** Monday to Friday 7.30am – 8.50am Breakfast and Monday to Friday 3.15pm – 6pm. Term time only.

Breakfast stops being served at 8.15am. There are currently 30 places available for Breakfast Club and 30 places available for after school club.

INSET Days: Breakfast club and after school club will not operate on staff development days.

**Admissions:** The clubs are fully inclusive for children from Nursery to Year 6. Any parent/guardian with a child that has any additional or special needs should record these on the membership form. This is so that any child can be appropriately welcomed into the clubs.

### **Booking and Payment Arrangements:**

Monies to be paid weekly, monthly, half termly or termly on the first day of attendance.

After one week of non-payment a letter will be sent asking for outstanding amount. If, at the end of the second week there is still no payment and no explanation, then the child / children will not be able to attend.

If the club is used in an emergency or one off basis payment must be received on the day.

**Location of Breakfast Club / After School Club:** The Club sessions are held in our breakfast club room. The equipment and foods are kept in the breakfast club/after school club's kitchen. Staff ensure that all areas are left clean and tidy at the end of the club session.

**Behaviour:** The School Policy and Rules with regard to behaviour are followed to ensure consistency for the children at the clubs. If a child continually behaves badly, the school reserves the right to withdraw the place.

**Communication with Parents:** Occasionally, Breakfast Club /After school club will feature in the School's newsletter. Letters or texts will be sent home at the end of the school day regarding Breakfast Club /After school club, if parents need to be informed of anything.

**Staffing:** Breakfast Club is supervised by: Mrs Leighton – Breakfast club lead, Mrs Jervis – Breakfast club assistant and Mrs Wilkes – Breakfast club assistant.

After school club is supervised by Mrs Leighton – After school lead and Miss Muldowney – After school assistant.

In addition to Breakfast club staff, other school staff members are on site from 7: 30am onwards.

Staff levels may fluctuate to meet current needs. If a member of staff is absent, they must ring Mrs Leighton or the Deputy Headteacher who will arrange any necessary cover. All staff have the necessary DBS check. Mrs Leighton is trained in Basic Food Hygiene and holds a certificate. Staff are identified by a lanyard with their photo and name.

Our staff: child ratio is 1:15.

**Routine:** Children should enter Breakfast Club/After school club via KS1 Gate leading to the Breakfast club/after school room entrance and should register with a member of staff.

Once they have eaten, they will clear their own cup and plate away from the eating tables and take them to be washed up by a member of staff.

During their time at the club they will have the choice of activities in which they may wish to participate.

Children will only use the breakfast club/after school club toilets.

Children will help tidy up equipment at the end of the club.

The staff will then supervise the children to the cloak room or foundation stage at 8.45am.

**Resources:** Breakfast Club/After school Club has its own supply of craft resources, games and tableware. This is kept in a cupboard in the breakfast club room. All electrical equipment is PAT tested annually.

**Parental and Pupil Feedback:** The school values any parental or pupil opinions and welcome feedback about how the club is run. Please talk to staff or contact the office to make an appointment.

**Complaints Procedure:** All complaints in writing by a parent regarding the breakfast club/after school will follow the school complaints procedure.

**Cancellations:** Cancellations would be due to school closure due to adverse weather conditions, problems with the building. For example: no heating or water supplies, or unforeseen circumstances. In the event of a cancellation: -a member of school staff will endeavour to contact individuals by text or phone by 7.30am - School closures are reported locally on the Staffordshire County council website and Rowley Park Academy website.

**Breakfast/After School Menu:** Our selection of food aims to be a healthy balance. Children have the choice whether to have food or not, although they are encouraged to do so. The registration form will detail any specific requirements a child has.

**Activities:** Each child is encouraged to make their own choices regarding the activities they choose to participate in. Breakfast/After school club offer structured activities as well as free choice. Weekly programmes of activities may include:

- Art using various mediums, crafts using a wide variety of textures and materials, construction and Lego toys and Board games.

**Emergencies:** As part of the membership form parents will be asked to complete emergency contact numbers to enable Breakfast/After school club staff to contact them in the case of emergency.

CONTACT NUMBER: 07794279283

**Fire Procedures:** In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's field in a line. The club's register for the day will be called and all names will be checked. There will be a fire practice in accordance with the School's emergency fire and evacuation policy.

**Health and Safety:** Breakfast/After school club is run by the school and the existing Health and Safety Policies will be followed. The breakfast/after school club area will be checked regularly by staff to ensure the safety of the children.

**Risk assessment:** A separate risk assessment has been completed for Breakfast/After school Club sessions and activities.

**Equal Opportunities:** Breakfast/After school club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social

diversity and is equally accessible to all. All children and their families will be treated with equal concern and value.

**Safeguarding:** In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast/After school Club will have current DBS clearance. These records are held in the school office. Breakfast/After school club staff will follow existing school policies and procedures for child protection and the code of conduct.

**Policies and Procedures:** Breakfast/After school club will follow the schools own policies and procedures and these are available from the school office.

**Accidents:** Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. Breakfast/After school club will follow the school's first aid policy.

**Policy Review:** This policy will be reviewed and evaluated by the School's Senior Leadership Team and will be reviewed every two years.