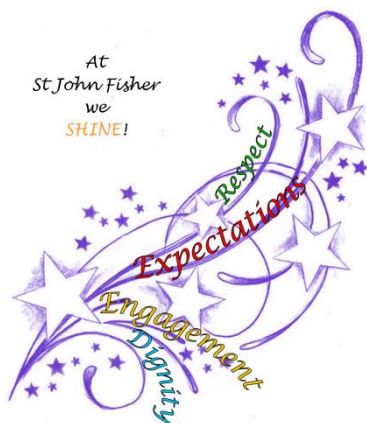



St John Fisher Catholic Nursery & Primary School

Breakfast and After School Club Policy



This policy was adopted by committee: Standards, Quality, Finance and Personnel	16 November 2023
By Name:	Mrs C Lewis
Position:	Headteacher
Signature:	 on behalf of St John Fisher Catholic Primary School

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Introduction

St John Fisher: Our vision

At St John Fisher, we strive to create a school community where children and adults achieve their full potential and **SHINE!** We will achieve this through *engagement*, *high expectations* and by treating all with *respect* and *dignity*.

1. Aims and purpose of the policy

- To provide a childcare facility that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued
- To provide children with a nutritious breakfast and/or a nutritious snack and drink at the after-school club.
- To have strong partnerships with parents/carers
- To provide a range of structured play activities to engage and stimulate the children.

2. Legislation and statutory requirements

This policy is based on advice from the Department for Education (DfE) on:

Behaviour and discipline in schools

Supporting pupils with medical conditions at school

It is also based on the special educational needs and disability (SEND) code of practice.

This policy has reference and links with:

SEND policy

Behaviour Policy

Safeguarding Policy

Health and Safety guidance

3. Organisation

- Breakfast Club is open Monday- Friday from 8am until 8.55am
- After School Club is open Monday to Friday from 3pm until 5.30pm
- These childcare clubs are available for all children from Nursery to Year 6
- The clubs are in the school hall and playground.
- Parents/ Carers should enter and collect their children from the main school entrance.
- Parents/ Carers are required to sign and agree a contract alongside the registration documents for both clubs prior to first booking in.

Breakfast Club

Children will get a choice of cereals, toast and fruit to begin their day. Parents/carers are responsible for informing the Breakfast Club Leader of any dietary requirements. After the children have eaten, they will have the opportunity to get involved in a number of activities. These include:

- Board games

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- Exercise activities (inside using the hall)
- Lego or construction games
- Comics or books
- Computer activities
- Craft, drawing, puzzles

At the end of the session, children will go into their individual classrooms where their teachers/ TA will be waiting.

After School Club

Children up to the end of Year 2 will be collected and taken directly from their classrooms by the staff and taken directly to the ASC. Children from Year 3 to Year 6 will line up with their class at the end of the day and then make their way straight to the school hall.

Following registration, any child attending a separate after-school club activity will join the other children attending the activity.

At the end of the activity, they will return to the After School Club.

The children will be offered a light snack and drink. Snacks may be cereal bars, savoury biscuits, toast or similar. Only snacks will be provided not tea. Parents/carers are responsible for informing the After School Leader of any dietary requirements.

Typical activities will include:

- Art and craft activities (painting aprons/shirts will be provided)
- Sports activities and team games using the hall or playground.
- Computer activities using laptops/ iPad
- Cooking using the school's dedicated cookery area. (a small fee may be charged in advance for ingredients)
- 'chill out' area where books and comics will be available
- Lego and construction
- Board games
- On occasions, the children may go for a supervised walk to the local play park. (Prior notification will be given via dojo)

Activities are always pre-planned and will be detailed in plans available on the Clubs notice board in the hall.

Parents/carers may donate toys and games to the After-School Club but children should not bring anything valuable from home.

The Breakfast and After School Clubs are not responsible for the loss or damage to any items brought from home.

4. Behaviour

The school Code of Conduct and behaviour policy will be followed to ensure consistency for the children at club. 'At St John Fisher we show RESPECT and shine.'

We expect good behaviour and respect for others. We use various techniques to encourage good behaviour including praise and rewards such as stickers and certificates.

The Breakfast and After School Club reserve the right to withdraw the service if a child's behaviour is consistently unacceptable.

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The school will ensure that all pupils understand the need for and respond to clearly defined limits which govern behaviour in the school. Parents should have committed themselves through the Home-School Agreement to ensure the good behaviour of their child and that the child understands and follows the School's Behaviour Policy.

5. Booking

Breakfast Club and Afterschool Club

It is **essential** that pupils are booked into the Breakfast and Afterschool Club using the school google booking form. The form will be made available to parents prior to the new half or full term or at the beginning of the term. Parents who regularly use the club will be carried forward automatically until parental completion of the form (five-day grace period) Booking for emergencies may be made by telephone to the school office – these will be charged as ad-hoc at an increased price.

There are a limited number of places available and numbers will be closely monitored due to H&S and pupil and staff ratio. Information can be downloaded from the school website. All information provided remains confidential.

Parents/carers are asked to sign their child in at the Breakfast Club on the daily register.

Mrs Swift will take the lead in planning and organising the provision of staff, snack, bookings, and activities with the Club team of Mrs Sweeney, Mrs Fillingham, Miss Smith, Mrs Owens, Miss Houghton.

6. Collection from After School Club

Collection will be from the Main Entrance. On collection, parents/carers are asked to sign their child out and record the time that they leave. Parents are asked to ring the bell at the door if they arrive early to pick up their child and there is nobody in the school main office.

Children will only be handed over to the person(s) indicated on the registration form. If any other person is collecting the child, the Leader should be notified in advance and a safety password will be provided

7. Fees and Payment

All payments for the Breakfast and After School Club must be made directly to Parent Pay. Alternatively, parents may pass payment to Club staff or at the school office in a clearly marked envelope.

All payments for Breakfast Club and After School Club must be separate to each other and to any other school payments. Payments must be directly to the club they relate to.

Breakfast Club Fees:

8.00 am- 8:50am - £3.00

Ad-Hoc payment - £4.00

After School Club fees:

3.00 - 5.30pm £6.00

Ad-Hoc payment - £8.00

Fees are payable (weekly/half termly/termly) in advance.

Fees can be paid by cheque or cash.

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Fees may be paid on arrival at the Breakfast Club.

If a late booking is made to the After School Club, payment **MUST** be made at the end of the session.

If cash is being paid on arrival then the correct change is expected.

All payments will be receipted.

If, for some reason, payment is not made on arrival at the session in the case of the Breakfast Club or on collection from the After School Club, then payment **MUST** be received **within one school day**. If payment is not received within one week, parents/carers will forfeit the opportunity to use the club for their child.

8. Discounts

There is a sibling discount for a third child within the family of one Free place for both the BC and ASC.

9. Cancellation and Refunds

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the school building e.g. no heating or water supplies. In the event of closure:

- A member of school staff will endeavour to contact individuals by telephone by 7:30am
- During adverse weather conditions school closure will be reported on the Knowsley Council website and all parents are contacted via Parent app or telephone.

There will be no credits, refunds or alternative sessions for sessions booked but not used, even in the case of your child being off school sick. However, if the school cancels the club, a refund will be offered or the chance to carry payment forward into the next week.

10. Late Collection

Collection after 5.30pm will incur an extra charge of £3.00 per child

Collection after 5.45pm will incur an extra charge of £5.00 per child

If a child is not collected by 6:00pm and the After School Club has not been able to establish contact via the parents/carers' numbers or via any emergency contacts then Social Services will be contacted.

11. Safeguarding and Health and Safety

Safeguarding

In accordance with safeguarding arrangements, all staff involved in the running of the Breakfast and After School Clubs have current DBS clearance and have also received regular child protection training (at least yearly) and First Aid training. Keeping Children Safe in Education.

All staff follow existing school policies and procedures for safeguarding, child protection, the code of conduct, health and safety policies and fire safety procedure.

Where ICT equipment is used, they also follow the school's E-Safety policy and procedures.

Accidents and Illnesses

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible. Basic first aid will be given by a qualified member of staff and the accident book filled in.

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Medication

The Clubs follow the school's Medical Conditions in School policy, which includes guidance and procedures on medicines in school and individual health care plans (IHCPs), and Asthma policies and procedures. These are available from the Club Leaders on request or can be found on the school website.

12. Complaints

All complaints will follow the school's complaints policy. Any complaints about staff will be dealt with under the school's Complaints about Staff Procedure Policy. The Chair of Governors will be informed of complaints but other governors will not be involved as a complaint may require further action on their part.