



### **Aims**

We intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups and to work together cooperatively.
- Provide a fair admission system that offers good value services.

### **Activities and Provision**

A range of activities are planned for each session. These may include arts and crafts, reading, board games, cooking, computers and iPads, indoor and outdoor sports and occasional movies. The age of the children will be considered when planning activities to ensure they are appropriate.

### **Hours**

The clubs run during term time, Monday to Friday. Breakfast club at the start of the day from 7:45 - 8:55 a.m. and After school club the end of the school day from 3:30 - 5:45 p.m. Clubs will not take place on INSET days. After school club will not run on early closing days at the end of each term.

### **Requesting a Club Place**

Requests are made by completing and returning the booking form to the school office. When making a request for the start of an academic year, completed request forms should be returned by the date stated on the form. This does not guarantee a place in the club/s. We will inform you if a place is available. Forms may be handed in after the closing date, but there is no guarantee that a place will be available.

### **Admissions**

Places are subject to availability and are based on an appropriate adult to child ratio. The clubs are open to all children from Reception to Year 6. If the clubs are oversubscribed, a waiting list will be started. You will be notified if and when a place becomes available.

### **Registration Forms & Emergency Contact Information**

Registration forms available from the school office must be completed prior to a child starting at the club. Emergency contact information must be given before a child can attend the club.

### **Booking and Fees**

- It is expected that a child will commit to year's membership.
- If a regular slot needs to be changed and a space is available, a minimum of two weeks' notice must be given.
- One-off slots can be booked if space is available, at least one week's notice must be given.
- Should you no longer wish for your child to attend the club, you must give two weeks' notice in writing.
- Fees should be paid by the date stated. Payment is made using your school ParentPay account.
- All payments are non-refundable and absence for illness or holiday is non-refundable.
- If you have a planned absence e.g. a medical appointment, two weeks' notice in writing is required in order to be refunded.
- Breakfast club sessions cost £3.50 per day.



- After school club sessions cost £7.00 per day.
- If a parent is experiencing difficulty with payment of their fees, they should contact a member of the Senior Leadership Team as soon as possible.
- In the unlikely event that there is a debt against an account, the place will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with a member of the Senior Leadership Team and subject to availability.

### **Register and Collection**

#### **Breakfast Club**

At the start of the session, children will be dropped at the club venue by a parent or carer. A register of children who attend Breakfast club is taken at the start of the session. Children in Y5&6 will be escorted to their line on the playground before the morning bell. Children in YR-Y4 will be escorted directly to their classroom.

#### **After School Club**

Children will be escorted to the club at the end of the school day by a member of the support staff team. A register of children who attend After School club is taken at the start of the session. Parents/carers are required to sign the register when collecting their child. They must inform a member of the staff before leaving with their child. The club finishes promptly at 5:45 p.m. Only nominated people may collect a child. If there is any change to this, please inform the After School club staff by telephone.

#### **After School Club Late Collection**

Late collection will incur a fine of £1.00 per child for every minute that you are late (after three chances). This is to cover costs incurred for keeping the school open and staff on site. Late payment fines must be paid within 7 days. Persistent lateness may result in the loss of a child's place.

If a child has not been collected at the end of the session, parents will be contacted in the first instance by telephone. The additional contact people will be telephoned in the second instance. If these contacts are unavailable then after approximately 30 minutes, the police and Social Care will be informed. We follow the Enfield Safeguarding Board Policy and Procedures for primary aged children not collected from the school at the end of the school day which could result in Children's Services involvement.

#### **Behaviour**

The clubs follow the whole school behaviour policy which is available on the school website. Parents will be contacted if there are concerns about their child's behaviour. Exclusion from the club is the final sanction when all other possibilities have been exhausted.

#### **Inclusion**

Our club is fully inclusive. If a child has special or medical needs, information will be shared with the club staff and any necessary arrangements agreed.

**ST. ANDREW'S C.E. PRIMARY SCHOOL**  
**Breakfast & After School Club Policy**

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**First Aid and Medication**

There will be a qualified first aider on site during all club sessions. All accidents will be recorded in the club's accident book and medical forms will be completed. The accident will be reported to the parent/carer when collecting their child (after school club) or the classteacher (breakfast club). Staff will be made aware of the children with Individual Health Care Plans. Medication for ongoing medical conditions e.g. asthma inhaler, epipen will be administered by our club staff. All club staff will have basic first aid training. A parent will be contacted to collect their child, if their child is unwell.

**Food**

There will be a time for the children to eat a healthy breakfast or tea provided by the Breakfast/After School club. All children are seated at tables and we encourage a 'family' type atmosphere. At least one member of staff holds a current Basic Food Hygiene certificate. Fresh drinking water is available to the children at all times. Children should not bring any additional food to the club. Children may be given a small treat as part of a special occasion e.g. celebrating a religious festival or special day.

**Health and Safety**

Staff must follow the St Andrew's School Health and Safety, Safer Internet Usage, Safeguarding Policies and related documents to ensure the safety of all children. They will follow the same procedures for fire or evacuation as the main school. In case of an emergency a member of the Senior Leadership team will be informed immediately and procedures followed.

**Staffing**

All club staff will follow the school staff code of conduct and all school policies. The club staff are DBS checked and will attend annual child protection training. They must be familiar with the school safeguarding policy and related documents and will be clear about how to deal with any safeguarding concerns. The maximum number of children will not exceed a ratio of a 1 adult to 15 children 1:15. Staffing arrangements are considered to meet the needs of children who have special educational needs. The club will be led by a Level 3 or higher qualified member of staff. In the event of the Leader being absent, an experienced member of staff will lead the club and a member of the Senior Leadership Team will be informed.

**Complaints**

If parents are concerned about any aspect of the clubs, they should in the first instance talk to the club manager or school office.

**Enquires and Communication**

Communication about bookings and payment is through the school office  
General queries, bookings and payment is the responsibility of our school business manager.

**Reviewed: Autumn 2018**

**Approved by: Resources Committee**

**Next Review Due: Autumn 2020**

**Monitored by: Headteacher**