



## **Hunloke Park Primary School**

### **Breakfast and After School Club 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 the Breakfast/ After School Club.

#### **Opening Times:**

Monday to Friday 7.30am – 8.40am (Breakfast stops being served at 8.30am)

Monday to Friday 3.15pm – 6.00pm – Reception-Year 2    3.25pm - 6.00pm – Years 3-6 (Light tea is served at approximately 4.45pm)

Clubs operate term time only.

Currently, there are up to 30 places available for Breakfast and After School Club. Additional places are available for Pre School children subject to prior arrangement.

#### **Fees:**

Breakfast Club- £5 per pupil per session

After School Club- £8.50 per pupil per session

Notified Late collection charge – Charged at normal hourly rate

Un- notified collection charge - £10 per 15 minutes

Attendance without prior booking – additional £15 per child per session

#### **INSET Days:**

Breakfast/ After School club will not operate on staff development days.

#### **Admissions:**

The club is fully inclusive for children from Reception to Year 6. (Pre-school children are also able to attend by separate arrangement – please contact the school office).

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

Bookings must be made via the ParentPay App. Sessions can be booked up until 23:30 on the day before the session. Phone calls to arrange bookings should only be made in exceptional circumstances and are subject to availability and payment on the day.

Balance of the account should be settled when booking sessions. The school accepts Tax Free Childcare payments, our URN is 112697. Please ensure payment is received in advance of your booking requirement and notification of payments are emailed to school with details of how you would like payments allocating.

After one week of non-payment an email will be sent via ParentPay for the outstanding amount to be settled. 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 you expect to be late collecting your child please notify the After-School Club as soon as possible. If notified the additional time will be charged at the standard hourly rate. Un-notified late collection will be subject to the fees above to cover emergency staffing arrangements.

Fees will still be charged for non-attendance unless the club is closed or the child is unwell. If the club is used in an emergency or on a one off basis, payment must be received on the day. As numbers are strictly limited, failure to book a session prior to your child attending will incur an additional fee.

**Location of Breakfast/ After School Club:**

The Club sessions are held in the top block old building. Staff are responsible for ensuring 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 club.

**Communication with Parents:**

ParentHub messages be sent home regarding Breakfast/ After School Club, if parents need to be informed of anything. If you need to contact either club, outside of school hours the telephone number is: **07444 103325**

**Staffing:**

Please contact the school office for full details or to speak to the Breakfast/After school club staff. The staff work together to ensure that the children have activities and that they are playing safely. They organise the cleaning of all of the equipment required to run the Breakfast/ After School Club and prepare the food. If a member of staff is absent, they must ring the Headteacher/Deputy Head teacher who will arrange any necessary cover. All staff have a DBS check and are First Aid trained. Staff are trained in Level 2 Food Hygiene. Staff are identified by a lanyard with their photo and name. Our staff: child ratio is 1:8.

**Routine:**

- \* Children must enter Breakfast/ After School Club via the club door.
- \* Children must register. The parent must sign the child in Breakfast Club and sign them out at the end of After School Club
- \* They will eat their breakfast/ snack and have their drink and participate in a choice of activities and games. A member of staff will wash the equipment.
- \* The staff will supervise the children to their classrooms.
- \* Children attending After School Club will be collected from their classrooms.

**Resources:**

Breakfast/ After School Club has its own supply of craft resources, games and tableware. This is kept in the room where the clubs takes place. All electrical equipment is PAT tested annually.

**Parental and Pupil Feedback:**

The school values any parental/ pupil opinions and welcomes feedback about how the club is run. Please talk to staff or make an appointment to speak to the Head Teacher.

**Cancellations:**

We reserve the right to cancel Breakfast/ After School Club, where numbers are insufficient, fees in this case would be refunded.

Cancellations may also be due to school closure for adverse weather conditions or problems with the building. For example: no heating or water supplies, or unforeseen circumstances.

In the event of cancellation:

- A member of school staff will endeavour to contact individuals by ParentHub and phone by 7.30am or as soon as possible.
- School closures are reported via ParentHub, the schools website, DCC website and through Peak FM.

Any cancellations must be requested 24 hours in advance to receive a refund. Cancellation of places must be emailed to [cjerman2@hunlokepark.derbyshire.sch.uk](mailto:cjerman2@hunlokepark.derbyshire.sch.uk). If children are off school due to illness, a refund will automatically be processed.

**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.

**Activities:**

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
- \* Board games
- \* ICT

**Emergencies:**

The Clubs have all emergency contact details for the children.

**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 playground 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 room will be checked regularly by staff to ensure the safety of the children.

Food must comply with food standards and hygiene regulations.

**Risk assessment:**

A 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 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 school's own policies and procedures and these are available from the school office and on the school website.

**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 procedures.

**Medication:**

Inhalers are kept in the class rooms and an emergency inhaler in the medical room. If a child needs their inhaler, then a member of staff will escort them and observe that the medication has been taken correctly. Other medication will be administered according to the existing school policy on medication.

**Personal property and belongings**

The school cannot be held responsible for any loss or damage to any parents, carers or child's property or belongings. Every reasonable effort will be made by the breakfast and after school club staff to ensure that property or belongings of any parent, carer or child is not damaged. Please ensure that your child's clothing is clearly labelled and we suggest that all toys, books and equipment are left at home.

## **Liability**

The school accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the breakfast club or afterschool club being closed or the non-admittance of these services for any reason. We accept no responsibility for children whilst in their parents care on the school premises. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parents property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

## **Monitoring:**

The quality of the supervision and of the activities of the Breakfast and After School Club will be monitored and checked by the Head Teacher. The governors will also review these activities as the clubs could be subject to an Ofsted inspector visit.

## **Agreement**

These Terms and Conditions represent the entire agreement and understanding between parents (including other carers) and the school. Any other understandings, agreements, warranties, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update/amend these Terms and Conditions at any time. One-month notice will be given of any changes made.

The Governing Body of Hunloke Park Primary School operates the Breakfast/After school club.