



## Breakfast and After-school Club Policy

Date of review: Spring 2024	Date of next review: Spring 2025
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### Our Aim

Both clubs provide a safe, supervised and stimulating play environment including outdoor play and cultural activities for the children, as well as a reliable childcare service to parents and carers. Children have a chance to relax and enjoy themselves and it gives them an opportunity to develop valuable social skills during the time they are enjoying their breakfast or snack. Children can join in a range of activities at both clubs and at the After-school Club they are able to complete any homework.

The staff and Governing Body of Furzeham Primary & Nursery School are committed to providing the best possible care and education for every child within the school community. This policy defines the basis on which this care is provided.

### Session times

Breakfast Club:	7.45 to 8.45am	The children will be escorted into school at 8.45am by a Breakfast Club member of staff.
After-school Club:	3.15 to 5.30pm	Older children to go to the <b>HALL</b> at 3.15pm. Younger children will be collected from their classroom and taken to the club by a member of staff.

Both clubs are open during term time only and are not available on non-pupil days.

Both the Breakfast and After School Club are located upstairs in the Children's Centre. Access is via the white PVC doors with an intercom on the main school road.

### Registration/Admission

There are 26 places available in both clubs for children from Reception to Year 6. Places for nursery aged children are offered at the Headteacher's discretion.

To access this you are required to complete a registration form (available from the school office) and then you will be linked the relevant account in IRIS ParentMail. Places must be booked and paid for in advance via the Parent Mail app. In the event of a waiting list the following criteria will apply: Children with siblings already attending the clubs

If there are places available, parents/carers may use the clubs on an ad-hoc basis providing a registration form is completed and the appropriate fee is paid at the time of booking.

The criteria applies to all children, however, if there are children with specific needs, these will be taken into account when deciding if a place can be offered to ensure that the staffing is adequate for their needs after discussion with the Headteacher.

### Fees/payments from Summer Term 2024

We aim to ensure that we offer our provision to all sections of our community regardless of their socio-economic background. Tax-free child-care vouchers are accepted as payment - see if you are eligible via [Tax-Free Childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk).

Breakfast Club: £5.00 per session per child (Increase from September 2019)  
After-school Club: £8.00 per session per child (Increase from September 2019)

Fees should be paid at the time of booking via IRIS ParentMail. If you opt to 'pay later' email or text reminders will be sent via this system regularly. If payment is still not received, then the school will contact the parent/carer in writing. Should the situation not be resolved the school will withdraw the place(s) at the Breakfast or After-school Club until any outstanding debts are paid.

With regards to tax free childcare, we require confirmation of your child's registration code, and on receipt of payments we will credit them to IRIS ParentMail.

If your child is absent for any reason without notice we cannot offer a refund. A refund will, however, be made if the club is cancelled by the school.

Fees will be reviewed annually by the Full Governing Body. Any increases will be notified to parents/carers in writing.

### Staff

Breakfast Club: Mrs Shipton (Supervisor)  
Miss Strange  
After-school Club Miss Howell (Supervisor)  
Miss Jarvis

All staff will have received Health & Safety, Safeguarding, GDPR and preventing extremism and radicalisation training.

### Food and Drink

Water or squash is available to children at all times.

A balanced breakfast is offered to all children attending the Breakfast Club. The children can choose from a selection of cereals, toast, crumpets, milk and juice. The last breakfast is served at 8.25am. In the event of a child arriving later than this, we may be unable to provide food.

At the After-school Club the children are given a snack. Children are offered fruit, sandwiches, wraps, crackers, toast or crumpets and a drink.

It is the parents/carers responsibility to notify the club staff and school reception staff in writing of any known food allergies / intolerances. These will be added to your child's school medical record

### Sickness

Parents/carers will be informed if their child becomes unwell during the session. Children who are ill cannot attend the clubs and in the event of sickness or diarrhoea must be off for 48 hours after the symptoms have finished.

If your child is receiving medication the school must be in receipt of a medicine administering consent form available from the school office. All medicines will be kept in the school office or passed directly to After School Club staff at the end of the school day if required to go home with the child at the end of the session.

### Emergencies

In the event of a serious accident or illness the staff will contact the parent/carer or the nominated contact. The school has qualified first-aiders on site who can assess and/or provide basic first aid if required and follow procedures set out in the schools' First Aid Policy. Both clubs have risk assessments in place and they also adhered to the schools Fire and Health & Safety policy.

It is the duty of parents to ensure the clubs have an up-to-date contact number.

If for any reason the clubs cannot be held (i.e. bad weather, staff sickness), parents /carers will be contacted as soon as possible.

### Punctuality and Collection of child/ren

There is an expectation that parents will collect their child/ren from the After-school Club no later than 5.30pm. In the event of delay please contact the club on their mobile number 07949 997830. Should a parent be late, without communication with the school, four times in a half term their place may be withdrawn.

In circumstances when you need another person to collect your child/ren from either of the clubs, we must insist that a password is given to the staff prior to the child/ren being collected.

### Behaviour

The school recognises the importance of positive and effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending the Clubs, the children will be expected to abide by the school Behaviour Policy found on our website <https://www.furzehamprimary.org/policies-1>

Staff will discuss any concerns with the parent at the earliest opportunity. We reserve the right to withdraw a place in the event of unacceptable behaviour.

### Outside Activities

The children may participate in outside activities, whilst at the afterschool club and weather permitting.