



# Bampton CE Primary School and Nursery

*Learning together with Respect, Friendship and Perseverance*



## *School Vision Statement*

*We endeavour to enable all individuals in our school community to learn together, grow in respect, tolerance and understanding of the world in which we live and embrace Christian values, to be the best that we can be.*

<b>Title of Policy</b>	<b>Breakfast Club and Afterschool Club Policy</b>
<b>Date Adopted by the Governing Body</b>	<b>June 2020</b>
<b>Review Date</b>	<b>June 2023</b>
<b>Signed by the Chair of Governors</b>	

*Our Christian vision for Bampton CE Primary School reflects a passionate commitment to learning and recognition of the uniqueness of individual learners. Guided by our Christian values, we are driven by our desire to offer the best possible education for our pupils in partnership with parents, ODST, Burford Partnership of schools, the Church and the local community.*

**Aims:**

- To provide childcare before and after school
- To promote the health and wellbeing of children
- To provide a caring and welcoming environment for children at the start and end of the school day
- To provide a range of activities to meet the needs of the children in our care at the start and end of the school day

**Organisation**

**Opening times**

Breakfast club operates every school day from 7:30am until 8:45am.

Flexible sessions start at 7:30am and need to be booked in advance.

A drop in session starts at 8:15am and does not need to be booked in advance.

Afterschool Club operates every school day from 3:15pm until 5:30pm. There is no afterschool club provision on the last day term when school closes at 1.15pm.

There are two sessions; a short session from 3.15 until 4.30pm and a longer session from 3:15 until 5:30pm.

All sessions must be booked in advance via the school office.

Breakfast Club and Afterschool Club operate during term time only.

**Access:**

To access Breakfast and Afterschool Club please use the library door. Ring the doorbell at the side of the door to alert the staff to your arrival. A member of staff will ask you to sign your child/ren in or out.

**Register:**

The person in charge of the club records every child's attendance in a daily register.

Parents/Carers must sign their child/children in for Breakfast Club. If children arrive unaccompanied the Breakfast Club staff will sign them in on the register.

Children attending Afterschool club will be signed in by staff and parents/carers must sign them out from After School Club.

The time must be recorded in the register.

Children must be collected by the end of the session for which they are booked. If a parent/carer is late collecting for the shorter session (after 4.30pm) then they will be charged the additional £5.00 to cover the cost of the longer session. If children are not collected by 5.30pm, the end of the club session, parents/carers may be charged a late collection charge of £5.00 and the following procedure will be followed:

- All information regarding normal collection routines will be checked by the club leader.

- Parents will be contacted using the information provided on the After School registration form. Should the club leader be unsuccessful in contacting the parents, information from details provided to the after school club will be used to contact an authorised adult as named by the parent/carer.
- If an authorised adult is unable to collect the child the after school club leader will contact the headteacher.
- If an authorised adult does not collect the child by 6.00 p.m. the club leader will inform the headteacher and contact social services.

***Please also refer to our non-collection of children policy***

**Charges:** From September 2020

**Full Morning Session** from 7:30am -8:45am at £4.00 per child per session, including breakfast (must be booked in advance)

**Half Morning Session** from 8:15 at £2:00 per session (may require advanced booking depending on numbers)

**After School Club** costs:

3:15-4:30pm at £5.00 per child per session

3:15pm-5:30 pm at £10.00 per child per session.

Late Collection charge of £5.00 per pupil per half hour

**Breakfast Menu:**

Cereal

Toast with butter/low fat spread

Jam, honey, marmite

Semi-skimmed milk

Water

Fresh fruit

We shall encourage children in our care to make healthy options when choosing a breakfast. The club stocks a variety of non-sugary breakfast cereals e.g. Shreddies, Rice Crispies and Weetabix. We also offer a variety of breakfasts during the week including yoghurt, fruit, crumpets, scotch pancakes etc. and warm breakfasts during the winter months.

**After School Menu:**

Sugar Free Squashes or Milk

Toast/crumpets

Biscuits

Meals provided by Parents/Carers can be heated and served to your child/children during tea time.

Registration forms should inform staff of any allergies or special dietary requirements.

**Space**

The clubs meet in the school hall where a range of activities will be set up for the children to access. The food is prepared in the kitchen and served at tables.

If the hall is not available the clubs will use the clubroom, the library or the year 3 classroom. The clubs are able to use the school outdoor environment.

### **Staffing and Qualifications**

Our breakfast club leader is trained to NVQ3 level. All staff have also received training in food hygiene and preparation. Both the leader and the assistant are First Aid trained and have received Safeguarding training. Other staff members are also on the premises during the clubs opening hours.

The staffing ratio for out of school clubs in which the youngest children are of reception age or older is 1:30. Staffing ratios for children in Nursery reflect EYFS guidance and require a ratio of 1:8. We are unable to accept children younger than 3 years old due to the high level of staffing required. ***Therefore, due to staff ratios nursery children will only attend Afterschool Club for the half session until they are in the Reception class.***

### **Storage of Provisions**

All food stuffs are stored in a cupboard in the kitchen. The fridge in the kitchen is used for the storage of perishables. The fridge is regularly tested for temperature and cleanliness.

### **Storage of equipment**

The club's own equipment is stored in the cupboards in the school hall for ease of access. The clubs are able to use school equipment with the prior agreement of the headteacher. (For example, i-pads, sports equipment)

### **Billing**

Regular sessions are booked in advance using the appropriate booking form. The office staff will then generate an invoice for the term. Additional bookings can be made and will be invoiced for separately.

Payment cannot be refunded for days of absence. Refunds/exchange days cannot be made.

### **Purchases**

The club leader puts in a request with the office staff for food as required. Purchases are made using the school procurement card.

Requests for equipment are put to the headteacher.

All purchases are recorded for budget monitoring.

### **Code of Behaviour**

Expectations reflect our school policy on behaviour. Consequences for poor behaviour are in line with school policy and procedures. Persistent poor behaviour will result in the offer of a place at Breakfast Club and After School Club being removed.

### **Health and Safety**

The environment for the clubs is risk assessed and reviewed regularly.

All activities are risk assessed by the club staff and approved by the headteacher.

The staff have access to the school First Aid kits.

### **Medicines**

Club staff are not obliged to administer medicines. Any request for the administration of medicines must be done in line with the school First Aid and Medicines Policy.

Any injuries must be recorded and reported to parents/carers on collection. Parents are required to sign the First Aid record.

### **Safeguarding**

Parents and carers must see children in to the building and sign them in on the register. For safety reasons children unaccompanied on site before 8:40am will be sent into breakfast club and parents charged for this session.

Children will only be released to the care of named adults and this adult will need to sign the register to confirm collection.

No child will be allowed to the clubs without a completed registration form.

### **Photographs**

The staff will use and store data and photographs in accordance with the school policy. Photographs will be used for displays, as evidence of a range of play activities and on the website but only with parental permission.

### **Mobile phones**

Mobile phones will only be used in an emergency to contact parents. Club staff have access to the school phones.

Mobile phones will not be used by staff for personal use during the session and must be switched to silent. Mobile phones will not be used to take photographs of children at the club.

***Please also refer to Photograph and Mobile Phone Policy***