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# Marlborough St Mary's CE Primary School



MARLBOROUGH  
**ST MARY'S**  
PRIMARY SCHOOL

## **After School and Breakfast Club Policy**

***Together we believe, learn and achieve***

# Marlborough St Mary's CE Primary School

## After School and Breakfast Club Policy

### **Introduction**

Marlborough St Mary's is committed to offering quality out of school provision with a varied and comprehensive range of before and after school activities. The clubs are available for all children from Reception age to Year 6 – both mainstream and SEN children.

### **Aims**

- To provide opportunities for fun, enjoyment and learning through a range of activities.
- To encourage children to develop friendships between age groups and work together cooperatively.
- To provide a childcare facility that meets the needs of parents and carers.
- To provide children with a nutritious breakfast at the Breakfast Club and/or a nutritious snack at the After School Club.
- To provide extended school provision which aspires to accessibility for all. The attendance of a child with SEND, or EHCP provision, will be treated on a case-by-case basis. Factors to be considered would include the level of additional support required and the pupil to staff ratio at the sessions requested. Any pupil may, in exceptional circumstances, be invited by the school to attend extended school sessions free of charge. This may include those children who qualify for pupil premium. Again, such instances are dealt with on a case-by-case basis.

### **Staffing**

The clubs are run by employees of the school, at least one of whom will be qualified in Food Hygiene and Paediatric First Aid. Staff are covered by school policies that include behaviour, child protection, equal opportunities, health and safety etc. and are subject to the school's complaints procedures.

All staff are subject to a vetting procedure in line with the Disclosure and Barring Service (DBS).

We understand that the statutory guidance recommends a ratio of no more than 30 children to 1 member of staff for after school clubs. However, we will endeavour to maintain a ratio of no more than 1:9.

Staffing may include voluntary assistants as long as there are two members of the school staff in attendance.

Children receiving in-school 1:1 support will require the same level of support in order to attend Breakfast Club and/or After School Club.

Ratios for outings should comply with the school's usual procedures.

A minimum of 2 members of staff will be required to be on site for the club to operate.

### **Activities**

Activities undertaken at the clubs will present children with a range of play opportunities as well as providing children with resources which are appropriate to the interests and ages of the children attending. These may include supervised use of ICT facilities, cooking, crafts, games etc.

## **Food and Drink**

- Drinking water is available to children at all times.
- Where food is provided, parents are asked to inform the school of any special dietary requirements, preferences or food allergies the child may have.

## **Special Needs**

The school's Special Educational Needs Policy outlines the school's provision and approach for children with additional needs. Extra funding may be required to support children with additional needs.

## **Equal Opportunities**

A Single Equalities Policy details the school's procedures and is consistent with current legislation.

## **Health and Safety**

The school will take steps to ensure that hazards to children on the premises, both inside and outside, are minimised. The School Health and Safety Policy outlines the procedures that operate in the school. Risk assessments are conducted as required

Staff working in the kitchen area are expected to comply with regulations regarding food safety and hygiene and one member of staff is required to have completed a Food Hygiene course and achieved the necessary recognition.

A First Aid box complying with the Health and Safety (First Aid) Regulations 1981, the contents of which are checked frequently and replaced as necessary by a designated member of staff, is available to clubs at all times.

Children who are ill, or who have infectious diseases, are not permitted to use the clubs. Parents will be informed immediately if children are ill.

The school is a no smoking area.

Staff running clubs remain responsible for the children attending the activity until they are collected by parents or a named adult. Under no circumstances will children be allowed to wait outside the school unsupervised before collection by parents or sent home with an unauthorised adult. **If a parent delegates responsibility for collecting their child to another adult, then they must put this in writing.**

Parents must sign their children into Breakfast Club when they drop off in the morning to ensure that the children are safe. In addition, parents will also sign their children out of Afterschool club when they pick up in the evening.

## **Behaviour**

Children and adults will be expected to follow the same procedures and protocols as detailed in the school behaviour policy.

Poor behaviour will not be accepted at any of the clubs. If a child's behaviour is considered to be unacceptable, they will be asked not to attend the club on the following day. If bad behaviour continues, they will not be able to use the out of school hours' provision.

## **Child Protection**

A separate Safeguarding and Child Protection Policy details the school's policy and procedures.

There is a guidance policy on physical contact with children. Any safeguarding concerns will be reported to the school DSL/DDSL on the same day as the club occurred.

### **Communications to Parents**

Communication with parents follows the school's usual procedures. During normal school hours parents may contact the After School club via the school office on 01672 513101.

We have a telephone number for after school club **07927 979795** which should only be used during drop off and pick up times, or in the in the case of an emergency during the sessions. **It will not be answered during normal school hours.**

### **Breakfast Club**

- Every day before school.
- The club will be held in the main and studio halls.
- Monday – Friday 7.30am-8.30am. Children will be in their classrooms by 8.45am, in time for registration.
- Parents need to bring children into school and sign them into the register in the hall.
- Breakfast will be served between 7.45am and 8.15am.
- There will be a range of activities throughout the week.
- Cost: £4.00 per session.

### **After School Club**

- Monday - Thursday after school - 3.15pm to 5.30pm.
- Friday 3.15pm to 4.30pm.
- Session 1: 3.15pm - 4.30pm.
- Session 2: 4.30pm - 5.30pm.
- Children outside, weather permitting, or in halls/classrooms.
- Snack provided between Session 1 and Session 2.
- There will be a range of activities throughout the week.
- Cost: £6.00 for session one or £10.00 for both sessions.
- There will be no discount in session costs for children only attending part of any session.
- **We reserve the right to make an additional £5 charge if a child is collected later than the end of their booked session.**

### **Booking**

- Bookings should be made through Arbor. Bookings can be made up until 4 hours before the start of After School Club and 16 hours before the start of Breakfast Club.

### **Payment**

- Payment for Breakfast Club and/or After School Club should be made through Arbor.
- Childcare vouchers are accepted as a method of payment.
- Payment should be made in advance. It is not possible to book if you do not have sufficient funds in your Arbor account to cover the cost of your bookings.
- We are able to take bookings by phone or email, but only after the cut-off times.
- Any cancellation must be made 24 hours in advance otherwise the full amount will be payable.

**Related Policies and documents**

Special Educational Needs Policy

Health and Safety Policy

Single Equalities Policy

Behaviour Policy

Child Protection Policy