

St Stephen's Primary School



Breakfast & After School Club Policy 'The Lighthouse Club'

Adopted by the Governing body:	April 2024
Policy Review Date:	April 2026
Chair of the Governing Body:	<i>J. Pollard</i>
Headteacher:	<i>J. Southern</i>

Introduction

The breakfast and after school club is run by St. Stephen's C.E. Primary School staff as wraparound care. It allows children to be in school from 7.30am until 5.30pm and provides an opportunity for the children attending to have a choice of food and drink to have a healthy start to the day and to join in a range of activities.

The breakfast club operates from 7:30am to 8:45am and the after-school club operates from 3:25pm to 5:30pm. The current costs can be seen in the contract.

Miss Davison is the breakfast club manager and she is supported by Miss Morris, Miss Hilton, Miss Longshaw, Miss Jones and Mrs Rieveley.

The after school club is managed jointly by Miss Morris, Mrs Peake, Mrs Power and Miss Berry.

All parents must sign a copy of the contract when their child joins the club and before the start of each new academic year.

Admissions

- Only children attending St. Stephen's C.E. Primary School are eligible to attend
- All places are subject to availability
- Non contracted pupils are welcome to use the club provided there are spaces and parents/carers have previously completed the parental agreement
- Children's attendance is recorded in a register

Arrival at breakfast club and collection from after school club

Parents/ carers are welcome to use the car park on arrival for breakfast club and are asked not to park in the bay on the driveway, or in the disabled spaces unless required to.

Parents/ carers are required to bring their child directly to the club where staff will welcome them and sign them in. The entrance is through the Sunshine Room door at the side of the car park. Parents/carers must sign children out as they are picked up from the after school club.

Breakfast club daily routine

On arrival at Breakfast Club children can help themselves to:

- a selection of cereal
- a drink
- yoghurts & cheese

Orders are taken by the staff for hot items. Hot food is not available after 8:20am

Dependent on the weather, children go out to play on the junior playground. In poor weather the children move into the school hall after eating breakfast. At 8.45am the EY/KS1 children are

escorted to their classrooms and the KS2 get ready to line up with their friends in the junior playground for the start of the school day.

After School Club daily routine

After school club staff will collect children from their classrooms at the end of the school day. They can help themselves to:

- cold snacks
- a drink

Staff make a hot snack which differs on a daily basis and this is provided from 4.15pm.

Behaviour

For everyone to enjoy their time at breakfast and after school club, children are expected to respect one another and follow our school values. Any poor behaviour will be dealt with in line with the school behaviour policy.

Payment of fees

It is a requirement of the club that parents/ carers pay the fees promptly, details of which can be found in the parental agreement.

For children picked up late after the club closes, the following charges will be incurred:

- 5:30pm to 5:45pm – a polite warning will be issued
- 5:45pm onwards – £5 for every 15 minutes late, plus the risk of your child being withdrawn from the club.

First Aid

All staff are First Aid trained appropriately.

All accidents are recorded, and a slip sent home detailing any minor accidents. Parents will be contacted if there is an accident to the head. Parents of any child who becomes unwell during club will be contacted and asked to take them home if necessary.

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 footpath leading to the school office in a line. The 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.

Safeguarding

In accordance with safeguarding arrangements, all staff involved in the running of the breakfast and after school club will have current enhanced DBS clearance. These records are held in the school office. Staff will follow the existing policies and procedures for child protection and the code of conduct. Where ICT equipment is used, they must follow the school's policies and procedures.

Related whole school policies

Child Protection Policy

Health & Safety Policy

Relationships and Behaviour Policy