

Breakfast and After School Club Policy



Brabin's Endowed Primary School and Pre-School provides Breakfast and After School Club care for the pupils of the school.

We provide care for children between the ages of 2 and 11.

Places are offered on a first-come first-served basis. Spaces will be limited to ensure appropriate staffing ratios are in place. If all places have been filled, a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club
2. Those requiring the greatest number of sessions/hours per week

BOOKINGS AND PAYMENT

Parents must complete a booking form before their child/children can attend. These are available from the school office or school website. All booking forms must be returned to the school office. An invoice will be sent home to confirm places and payments due. Payment can be made via Parent Pay or cash/cheque.

To ensure a place is available, parents/carers must return the booking form by the specified date to assist in the management of numbers attending and staff provision.

Fees are currently charged at £8.50 per session for After School Club and £5.00 per session for Breakfast Club. The Governing Body reserves the right to increase these charges as appropriate. There is no sibling discount.

ARRIVALS AND DEPARTURES

The safe arrival and departure of the children in our care is paramount.

Staff will ensure that an accurate record is kept of all children in the Clubs, and that any arrivals or departures are recorded in the registers. The registers are kept in an accessible location on the premises at all times. In addition regular headcounts are carried out during the session.

Breakfast Club

Breakfast club opens at 7.30am. Entry is through the Reception class door.

Parents/carers must accompany their child into school and sign their child in.

At 8.45am children will collect their belongings and go to class. Younger children or those who are identified as having difficulties will be escorted by staff.

After School Club

Class teachers will be issued with a copy of the register for Afterschool Club and will be aware of which children are due to attend that evening.

Children will signed into After School Club by a member of staff.

Any children attending after school extra-curricular clubs will be signed in by the member of staff leading the extra-curricular session. If a child is booked into the Club but does not attend registration, we will check whether the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the designated contact at the school and take the following steps:

- All staff on the school premises will conduct a thorough search of the premises and surrounding areas
- Contacts listed on the registration form will be contacted
- Police may be notified

Staff will ensure that parents/carers sign children out before they leave, including the time of collection.

Children can only be collected by an adult who has been authorised to collect them on their contact form. However, parents/carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child. Staff will contact the main parent/carer for confirmation if they have any concerns regarding departures.

Parents/carers must notify the Club if they will be late collecting their child. If the Club is not informed, a fee may be charged for a late collection.

Children **will not** be allowed to leave on their own.

All parents/carers are requested to make sure their child/children are collected by 5:45pm. If you are unavoidably delayed please telephone 01995 61596.

The Club closes at 5.45pm. **There is no facility for an extension to this time.**

If a parent/carer is continuously late to collect their child/children a charge of £5.00 per child will be imposed (at the school's discretion). This will be added to the next invoice on Parent Pay.

This charge is to discourage people from arriving after 5.45pm and should not be seen as a charge permitting late collection. When collection after 5.45pm occurs regularly we reserve the right to withdraw access to the club.

Any queries regarding fees should be directed in the first instance to Mrs Wallace. If fees are not paid, school will contact the parent/carer, requesting payment. If the parents or carers are having difficulty making the payment on time we recommend that they arrange a meeting with Mrs Wallace as soon as possible.

Where there is no explanation for repeated late payment, the parents/carers will be contacted to discuss payment options. A formal warning may be issued informing the parent/carer that continued late payment will result in their child's place being withdrawn.

If the fees remain unpaid after all the above options have been explored, the cancellation of the child's place may take place.

SAFEGUARDING

The Breakfast and Afterschool club follow the school's Safeguarding Policy, a copy of which is on the website.

OTHER POLICIES

The Breakfast Club and After School Club follow all other school policies.