



**Twiss Green  
Community Primary School**

**Breakfast and After School Club  
Policy  
September 2023**

Date of Approval:	11/10/23
Signed: Chair of Governing Body	<i>L. Davis</i>
Signed: Head Teacher	<i>N. Hughes</i>
To be reviewed by:	September 2024

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## **Statement of Intent**

Twiss Green Community Primary School is committed to providing flexible wrap around child care for pupils, to help support families. As such, Twiss Green Community Primary School provides a Breakfast and After School Club within the school which is open to all Twiss Green pupils.

The aim of this policy is to outline the role of Breakfast and After School Club, ensuring that all members of the school community can continue to feel supported by the school, and that high-quality wrap around care can continue to be provided for all pupils.

## **Aims**

- To provide a happy, welcoming place where all children are valued
- To have strong partnerships with parents/carers
- To encourage and extend all areas of the children's development through their play
- To ensure the safety and welfare of each child
- To offer a varied and stimulating range of play opportunities within a caring environment
- To encourage children to be healthy

## **Commitment to Parents/Carers**

We value our relationship with parents and are committed to working in partnership with them, in order to provide high quality play and wrap around care for their children.

Parents are welcome to discuss their child's day and progress with the staff before Breakfast Club begins and at the end of After School Club.

## **Location of the Breakfast Club and After School Club**

The Club sessions will be held in the Breakfast Club/After School Club Room, located at Twiss Green Community Primary School.

We will also sometimes use: the area outside this room, the ICT Suite, the library and the school hall.

## **Breakfast Club**

The children will enter Breakfast Club anytime from 7.30am – 8.45am. On arrival, the children who pay for breakfast will be offered a breakfast of their choosing: toast, bagel, cereal, crumpet or fruit and a drink: milk, water, orange or apple juice.

## **After School Club**

Infant children will be collected from their classrooms by a member of staff at the end of the school day. Junior children will make their way to the After School Club room. On arrival the children will be offered a light snack (sandwiches or crackers) and a drink.

The Club has access to the Infant and Junior Playgrounds and to the fenced area outside the BC/ASC Room for outside play activities. The children will always be supervised by a member of staff during this time.

## **Staffing**

Twiss Green Breakfast Club is managed by Mrs Nicki Pullen who will be assisted by: Mrs Louise Worthington, Mrs Christine Scholes, Mrs Penny Harrop and Mrs Pance Ghallab.

Twiss Green After School Club is managed by Miss Sandra Taylor who will be assisted by: Mrs Christine Scholes, Mrs Nightingale, Mrs Pance Ghallab, Mrs Carrie Anderson, Mrs Gill Garner and Mrs Nicki Pullen.

All staff will either hold a childcare qualification or have previous childcare experience.

All staff are required to undertake an enhanced Disclosure and Barring Service (DBS) check, and prior to commencement of employment all staff have to supply two written references, in line with the Safer Recruitment practice. All staff details are kept within the Single Central Record.

The staff aim to provide care and promote opportunities for child centred play following guidelines and standards which are set by OFSTED.

Staff are encouraged to undertake ongoing training as appropriate and we aim that at least half of the staff hold a First Aid qualification.

## **Opening Times**

The Breakfast Club will be open daily throughout the Twiss Green school term from 7.30am – 8.45am.

Breakfast Club has places for up to 24 - 40 children in each session.

The After School Club will be open daily throughout the Twiss Green school term from 3.15pm – 5.45pm.

After School Club has a place for up to 24 - 40 children in each session. The Clubs are available for children aged 4 – 11 years.

## **Admissions Policy**

Twiss Green Breakfast Club and After School Club are fully inclusive clubs open to ALL children.

Should a child have any additional or special needs, it is requested that they be recorded on the registration form given to parents before their child attends the Club. Parents are also encouraged to speak to the supervisors to ensure that their child can be fully welcomed into the Clubs.

## **Booking**

A completed registration form is required for each child attending The Clubs. Places are allocated on a strictly 'first come first served' basis, once an offer of a place is accepted, this will book the child's place for the duration of a half term.

Should a parent wish to change or cancel a booking, the Clubs require two weeks' notice in writing.

The clubs will accept short notice/ same day bookings when there are places available. In this instance parents must contact the school office on 01925 762346. The office staff will then confirm with The Clubs Managers if there are spaces available for that day. However, the Clubs cannot guarantee the availability of a place.

## **Cancellations and Sickness**

If a child will be absent through sickness or any other reason, parents are requested to inform the Clubs.

If a parent wishes to cancel their child's place at the Clubs we require two weeks' notice in writing. Fees will be due for this period regardless of attendance.

If a place is available and a parent wishes to 'swap' one day for another day, this will be seen and charged as an Ad-hoc session.

If you have booked an Ad-hoc session and no longer require it, please inform the school office or Breakfast Club / After School Club manager as soon as possible as we have other children waiting for a space.

## **Payment**

At the beginning of each new term or half term, parents will be provided with an invoice.

Payment is required within fourteen days of the start of term.

Parents will be expected to pay for all booked sessions regardless of attendance.

The Management Committee will, however, use their discretion regarding payment for sessions during periods of long term ill health/ sickness.

Non- payment of fees will jeopardise your child's place at the Club.

Fees from September 2023

### **Breakfast Club**

£6.00                    07.30am – 08.15am with breakfast

£5.00                    08.30am – 08.45am without breakfast

£6.50                    Ad-hoc booking

## **After School Club**

£10	3.15pm – 5.45pm
£11	3.15pm – 5.45pm (Ad-hoc booking)

## **After School Club Late Fees**

Sessions finish at 5.45pm prompt. Children must be collected by the finish time of their session.

Failure to do so will incur a fine. A £5.00 fine will apply after the first 5 minutes and then after each additional 15 minutes. This fee is not per child, but covers all children that the staff are expecting to be collected by the late adult. The late fee will be included on the next invoice. Parents have the right to contest this through the Management Committee. The Committee's decision will be final.

## **Refreshments**

### **Breakfast Club**

On arrival the children who pay for breakfast will be offered: toast, a bagel, a crumpet, cereal or fruit and a drink: milk, water, apple or orange juice.

### **After School Club**

On arrival at the Club, the children will be offered a light healthy snack such as sandwiches or crackers with a selection of fruit and vegetables. From around 4.30pm children will be offered a biscuit and a piece of fruit. We aim for a relaxed friendly atmosphere seated around tables.

A sample menu will be on display on the BC/ ASC Room window showing the food that is available for the children to select from.

Food preparation and storage will be at all times and in all elements hygienic and comply with all relevant legislation i.e. in the appropriate storage temperature. Staff preparing the food will have a Basic Food Hygiene Certificate.

## **Activities at the Clubs**

Our programme of planned activities places emphasis on providing safe, stimulating and varied activities within a relaxed friendly atmosphere.

Each child is encouraged to make choices in their play activities in order to promote self-confidence, independence and self-esteem.

Our weekly programme of activities may include:

- Art and craft using a variety of media
- Construction toys

- Board games
- Gardening activities
- Baking
- Role-play and imaginative play activities
- Quiet time activities – books, writing table
- Outdoor play – including ball games, team games

All activities will be well prepared before the beginning of each session, where safe equipment and materials are set up. The planned activities will follow curriculum guidelines ensuring that the activities are age appropriate.

Children will be encouraged to take part in the activities provided. It is not expected that all activities will have an end product.

Members of staff will be involved with each activity, giving encouragement, support and guidance.

Children will be encouraged to help tidy away activities.

## **Going Home**

Parents will be expected to arrive at the BC/ASC door and wait for a member of staff to hand over their child. If you are unable to alert a member of staff, please ring the BC/ASC mobile number (07909 461 439).

Children will only be allowed to go home with adults that have been named on the Registration Form unless staff have been informed otherwise.

Parents/Carers must adhere to the finishing time of The Club and pick up their children promptly.

If staff are not informed of a delay the procedure will be as follows.

All telephone numbers on the child's information sheet will be contacted to request the collection of the child.

If staff are not able to contact the above named people, staff will wait with the child until 6pm. Once this time has elapsed, then the staff will contact the headteacher who may contact the emergency duty social worker, who would then take responsibility for the child until parents/carers can be contacted.

Persistent lateness in collecting a child/children could result in the loss of the child's/children's place and will result in an additional charge.

A charge of £5 will apply after the first 5 minutes and then after each additional 15 minutes if a child is collected late.

## **Policies and Procedures**

A copy of the Clubs' Policies, Procedures and Guidelines folder is available for parents to look at and includes details of our:

- Accident/Emergency policy

- Behaviour Policy
- Equal Opportunities Policy
- Health and Safety policy
- Illness and Exclusion Policy
- Child Protection Policy
- Confidentiality Policy

The Clubs are registered with OFSTED. Regular inspection of the Clubs, premises and staff will be carried out.

## **Accident and Emergency**

If a child has an accident at the Clubs, ie; a bump or fall, trained First Aid staff will offer appropriate treatment and complete an Accident Report form.

Staff will not administer any medication (except in an emergency) without prior parental consent.

Parents/carers will be asked to complete a medical consent form before staff can give prescribed inhalers or other medicine.

Fire and emergency procedures are displayed in the building. However the fire and emergency procedure is explained to all children and regular practice sessions are held to ensure all children know the evacuation procedures and meeting points.

## **Behaviour**

The Club follows the school rules with regard to behaviour to ensure consistency for the children.

Praise and rewards such as stickers and certificates are used to encourage good behaviour.

Unacceptable behaviour is discussed calmly and sensitively. Any major incidents are recorded on CPOMS and parents are informed of any action taken at the end of the session.

## **Equal Opportunities**

The Clubs are committed to taking positive pro- active steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We aim to treat all children and their families with equal concern and value.



## **Child Protection**

In accordance with the Children Act 1989 and 2006 and the Protection of Children Act 1999, we have a responsibility for promoting and safeguarding the welfare of children. Our policy outlines our role and the procedures and guidelines we will use with the aim of protecting all children in our care from harm. Where necessary we will liaise with local and national child protection agencies and be led by local Policies, Guidelines and Procedures.

## **Sun Protection**

We recognise the dangers posed to children by over exposure to the sun. In hot weather parents are encouraged to provide sunscreen for their children and to provide a sunhat. In hot weather staff will encourage children to drink frequently and stay in shady areas.

## **Health and Safety**

Activities at the Clubs will always be planned with an appropriate level of supervision and safety.

Risk assessments are completed prior to activities, taking into account the children taking part and staff availability.

Flexes will be safely stored to prevent trips or falls.

The door will be locked during the sessions.

Cleaning materials are kept out of the reach of children.

## **Contact Details**

Mrs Nicki Pullen (Breakfast Club Supervisor): [npullen@twissgreen.net](mailto:npullen@twissgreen.net)

Miss Sandra Taylor (After School Club Supervisor): [staylor@twissgreen.net](mailto:staylor@twissgreen.net)

## **Monitoring and Review**

This Breakfast and After School Club Policy will be reviewed at least annually by the Headteacher and Governing Board, with input from the Senior Leadership Team and other relevant staff members as appropriate.

All updates and changes to this plan will be communicated to all staff and stakeholders.

The next scheduled review date for this policy is September 2024.