



Breakfast & After School Club Policy

September 2022

Review Date: September 2023

**Stuart Judge
Headteacher**



Breakfast & After School Club Policy

The Breakfast and After School Club at Kirkstone House School aims to provide a happy, welcoming place at the start and end of the school day where all children are valued and cared for, and partnerships with parents and carers provide an important link between home and school. In particular, the Breakfast and After School club aims to:

- Help children be healthy.
- Encourage all areas of the children's development through age appropriate, varied and stimulating play activities.
- Encourage children of all ages to collaborate and play together.
- Ensure the safety and welfare of each child.
- Support parents by providing affordable wrap around care from 7:45am – 9:00am and 4:00pm – 5:30pm during term time only.

The Breakfast and After School Club is run by School employed staff. The Before and After School Club Leader, with the Headteacher, will ensure enough experienced and qualified staff are available to supervise the children appropriately.

Admissions and Registration:

- Only children attending Kirkstone House School are eligible to attend the Breakfast and After School Club.
- All places are subject to availability.
- Parents and carers must agree to abide by the terms and conditions of registration before a place is confirmed.
- The registration process must be completed prior to the child's commencement at the club. This includes contact details of all adults nominated to collect the child. Only adults over 18 years of age with suitable identification will be authorised to collect children.
- Non-contracted pupils are welcome to use this service as a one off or in an emergency, but parents will have to have completed a registration form.
- All staff are made aware of the details for new children.
- ***All registration forms and communications with regards to Breakfast and After School Care should be addressed to Jane Ramsay jramsay@kirkstonehouseschool.co.uk***
- Please complete the weekly booking form and return to Mrs Ramsay by Friday of each week, to allow for staff to be prepared.
- If you require the same wrap around care for the whole term only one form needs to be completed.
- ***It is the parents/carers responsibility to alert Mrs Ramsay to any changes, for example if the care is not required. If we are not given 24 hour notice to any changes you will still be charged.***



Payment of Fees:

Current costs as of September 2022 are as follows:

Before School Club	7:45am – 9:00am	£8.00 per day
After School Club	4:00pm – 5:30pm	£9.50 per day

The fees are reviewed annually.

The parent signing the clubs' registration form is known as the 'contracting parent' and is responsible for the fees. These are added to the termly school fees invoice.

If a parent is experiencing difficulty with the payment of the fees, they should contact Mrs B Taylor at info@kirkstonehouseschool.co.uk

Staff:

Breakfast and After School Care Co-ordinator: Jane Ramsay jramsay@kirkstonehouseschool.co.uk
Please address any issues to her and she will take action.

Breakfast Club:	Mrs S Scott Mrs M Sanders Mrs A Currall Mrs M Slater
After School Club:	Mrs S Duff Mrs M Slater

There will only be one member of staff to cover each session. Support is provided by office staff if required.

Arrival and Departure:

Breakfast Club:

- Parents/Carers should deliver their child to the dining room where they should sign in the register.
- Please park in the Parents' car park.
- Upper School children will be allowed to join their peer groups at 8:45am.
- Lower School children will be escorted to the Lower School building at 8:45am.

After School Club:

- **This will now take place in the Lower School Building to allow for easier collections.**
- Upper school children will walk to the Lower School site and meet the member of staff running the club.
- Lower School children will be collected by the member of staff.



- There will be a register maintained to show attendance. At the end of a session when the child is collected the parent/carer should sign their child out.
- No child will be allowed to leave After School Care unaccompanied.
- Parents should alert staff if their child is being collected by anyone else.

Parents must inform Mrs Ramsay if their child is not attending either Breakfast or After School Club, if 24 hours' notice is not given you will still be charged.

Uncollected Children:

If a child has not been collected from After School Club by 5:30pm parents/carers will be contacted by phone in the first instance. The additional contacts the parents/carers have provided will be contacted in the second instance. If contact cannot be made Mrs Ramsay will be contacted. A charge will be made for late collection. This is currently set at £5.00 per 15 minutes late.

Breakfast and Snack Provision:

The Breakfast and After School Club aim to provide nutritious and healthy breakfasts and snacks. All children are encouraged to make healthy choices and eat using appropriate manners and engaging in conversation rather than on their mobile devices.

Breakfast Club:

- Cereals
- Fruit
- Toast
- Yoghurts
- Fresh milk/ water/ tea

After School Club:

- Fresh milk/ water/ tea
- Cereal bars
- Toast

Physical Environment:

Breakfast Club starts in the dining room and then moves to the ante-room where some activities and computers are provided.

After School Club takes place in the Lower School Hall. Staff will endeavour to set up engaging and fun activities.

Outdoor play will be encouraged whenever possible. Any equipment will be checked to make sure it is appropriate and safe to use and the playground has been risk assessed.



Facilitating Play:

- Provide an environment which is safe and suitable for playing in.
- Setting up the club so that activities are ready before the children arrive.
- Providing a range of equipment, resources and activities on a daily basis.
- Not expecting the children to be occupied at all times.
- Encouraging children to request additional or alternative equipment as they choose.
- Involving the children in planning activities, to reflect their own interests.
- Planning activities that enable children to develop their natural curiosity and imagination.
- Allowing children freedom of creative expression, particularly on artistic or creative play.
- Warning children in advance when an activity is coming to an end.
- Intervening in play only when necessary: to reduce risks of accidents or injury, or to encourage appropriate social skills.

Behaviour:

Whilst attending the Before and After School clubs, children are expected to behave in accordance to the school behaviour policy.

Inappropriate behaviour will be dealt with in line with this behaviour policy and shared with the parents/carers.

Safeguarding and Confidentiality:

All staff follow the school's Safeguarding procedures, reporting any concerns via the Cause for Concern process.

First Aid:

There is always a member of staff on duty in breakfast and After School Club who has current first aid training.

All accidents will be recorded in the school accident book as per the school's first aid policy and accurately reported back to the parent/carer upon collection.

Parents/carers of any child who becomes unwell during the Clubs will be contacted immediately.

The policy is reviewed annually by the Headteacher or before if required.

Policy date: March 2022

Review date: March 2023.

Signed:

(Headteacher)