



Policy Header

Policy Title	Breakfast and After School Club Policy
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This policy complies with WBC guidance	Yes
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Breakfast and Afterschool Club Policy

Rationale

Wrap around care is essential to many working parents. At Glazebury CE Primary we have chosen to provide the above services in an endeavour to continue to put children at the heart of everything we do. The provision of a Breakfast Club and After School Club will help to ensure continuity of care for the child and family. We hope in doing so, it provides support for working families to start and continue to work and train.

A Breakfast club will provide a healthy start to the day, it will ensure that children get the right nutritional balanced diet which will maximise and enhance their capacity to learn. The club will offer a range of enriching stimulate, enhance, engage, excite and create enjoyment that enables children to learn from practical first hand experiences. It runs from 7.30am until 8.50am

An Afterschool club will provide a sustaining snack and a safe, secure and relaxed environment for the children in familiar surroundings. The club is based in either the school hall or Class 1, the club offers children the opportunity to complete homework, socialise and play with other children of all ages. They are able to enjoy a wide range of activities at the club of their own choosing, including drawing, craft, board games, reading, imaginary play, construction, play station and outdoor activities, weather permitting. We are open from 3.15pm until 6:00pm weekdays during term time.

Purpose

- To provide children with a nutritious snack in the morning and/or evening .
- To ensure that children have a rich and varied menu of activities.
- To have experiences that are not available within the classroom to develop pupil's social and emotional intelligence and to encourage self-esteem and independence.
- To ensure that pupils have a prompt start to the day.
- To ensure pupils have homework support
- To minimise attendance issues.
- To provide wrap-around care to fulfil the school's extended services role.
- To ensure equality of access to all pupils in spite of age, race, disability or religion.

Broad Guidelines

1. We follow the Warrington LEA Guidance for the management and setting up of a Breakfast and After School club.
2. All staff who manage the club have been trained on food hygiene and hold relevant certificates.
3. All staff who manage the club are first aid trained, are aware of all children's allergies and additional medical needs and are appropriately trained.
4. All appropriate recruitment safeguarding measures and induction procedures have been undertaken.
5. Children are registered as soon as they enter breakfast club and their time of arrival is logged on the register.
6. Children are collected from their classes or brought to the hall by their class teacher depending on their year group. A register is taken at the start of the After school session and a signing-out sheet is used.

7. All appropriate documentation for each child has been completed, parental consent form and Home/ School Agreement.
8. The club has developed its behaviour management strategies that are in line with the school's Behaviour Policy.
9. Parents are aware of that if pupils infringe the behaviour code of practice identified in the Home/School Agreement that they could face the possibility of being asked to leave the club.
10. All parents/guardians must supervise children to the main entrance of the school and handed over to a member of staff in the morning for breakfast club; if a parent fails to bring their child to school a member of staff must contact the parent/guardian.
11. The senior supervisor will monitor the effectiveness of the club, breakfast delivery and menu of activities.
12. The senior supervisor will liaise with class teachers, administrative staff or Head Teacher to communicate relevant resource issues and pupil management issues.
13. The senior supervisor will ensure that the appropriate food resources are available each day to run the club.
14. The Breakfast and Afterschool staff will ensure that the school facilities are left in a tidy and clean fashion after usage and that all equipment is appropriately stored.
15. A copy of all the children's emergency contact details are kept in a file that is always kept accessible for staff in the school office. Phones are available in the Kitchen , EYFS and office for contact.

Admissions Criteria:

Order of priority for admissions:

1. Children in public care.
2. Children who have a special educational need.
3. Children who have attendance issues.
4. Children who have a sibling (this includes full/half/step brothers/sisters who are living at the same address as part of the family unit) already attending the school and expected to continue in the school the following year.
5. Children who attend other Warrington Borough Schools.

Fees:

Fees will be reviewed by The Governors annually (during the summer term).

Pricing structure and any changes to the fees charged will be communicated to you in writing.

Home School Child Agreement Breakfast and Afterschool Club

School will:

- Encourage children to eat a nutritious breakfast and evening snack
- Encourage children to follow the school's Golden Rules
- Provide a safe environment.
- Provide positive experiences at the start and end of day.
- Communicate with parents on a regular basis and when issues arise.

Families will:

- Make sure that your child's clothes and belongings have their names on.
- Make sure that children attend school with appropriate outdoor wear for outside activities.
- Ensure that known allergies and medical conditions particularly relating to food substances are declared to staff.
- Ensure that appropriate payment for each session is made.
- Ensure that Breakfast Club and Afterschool club is informed of a child's absence.

Children will:

- **Listen to others**
- **Work hard**
- **Be honest**
- **Be kind and gentle**
- **Respect each other**
- **Look after property**

Together we will:

- Tackle any additional needs.
- Encourage children to keep to the school rules.
- Support children's positive learning experiences to help them to achieve their best.