

Breakfast club and after school club policy

John T. Rice Infant and nursery school



Introduction:

The breakfast club and after school club are run by John T. Rice Infant and Nursery school and exist to provide high quality out-of-school hours childcare for parents. Together with this, breakfast club is available for children to receive something to eat before school.

Breakfast club operates from 7:45am – 8:40am Monday – Friday and after school club runs from 3:15pm-5:15pm Monday – Thursday and 3:15pm-4:00pm Fridays.

Costs in 2024-2025 for the clubs are listed below.

Breakfast club £3.00

After school club 3:15pm-4:00pm £3.00

After school club 3:15pm-5:15pm £7.00

Costs are subsidised through pupil premium funding. PP children attend breakfast club free of charge and attend ASC until 4pm free of charge.

Food costs for breakfast club are also subsidised for all pupils through the National School breakfast programme, who provide subsidised costs for bagels and cereal.

A copy of this policy is provided to all parents/ carers of children attending either club and is available on the school website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending JTR are eligible to attend either club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at either club.
- All parents will receive a paper copy of this policy and this policy is available to view on our school website.
- All club staff are made aware of the details of a new child and any allergies or SEND are shared appropriately.
- Children's attendance is recorded on a register on WEDUC.
- Any children who are not booked on will be flagged to a senior leader and the office, who will make a phone call home.
- More than three incidents within a term of children not being booked on to either club, may result in their place being revoked.
- More than three late pick-ups from after school club, may result in their place being revoked.

First Aid

All staff who run ASC and BC are paediatric and work place first aid trained. This training last took place in December 2023 and is due every three years. There is a senior leader available during the club hours in case of an emergency.

First aid kits are kept in all classrooms and in the staff room. Children who have minor accidents are sent home with a Mr. Bump note that details their injury and the first aid they have received. Phone calls will be made to parents/ carers if children sustain more serious injuries and appropriate advice will be given to seek medical advice (e.g. pharmacy, GP or hospital). All injuries sustained at school are recorded in the class accident folders.

Safeguarding

All members of staff in both breakfast club and after school club have received robust safeguarding training. This is completed annually at the start of each academic year and three- yearly by the local authority. There is a register in school of staff who have completed safeguarding training.

Staff are trained to identify aspects of abuse and respond accordingly in line with the school's whole school child protection plan.

There are three designated safeguarding leaders (Mrs Bennett, Mrs J. Smith & Mrs Scotney) at school. There is always at least one DSL available during the hours of both clubs and club staff understand the requirements to pass on safeguarding information to them in a timely manner.

Payment

Payment for both clubs is due in advance and block bookings may be made. Subsidised payments are in place for all children who qualify for pupil premium – this is automatically deducted through Weduc.

Behaviour

It is expected that the children at ASC and BC behave in a safe manner at all times whilst at the clubs. We expect the same behaviour as in main school. Children will be introduced to our three simple rules and consequences. Children who need additional support with their behaviour will receive this from the adults who run each club. If more support is needed this will be on an individual basis, and a discussion with parents/ carers will take place.

If a child is continuously unsafe whilst at either one of the clubs, this may result in limiting the amount of time they are able to attend. This will be discussed with parents/ carers and an agreement put in place.

Food/ allergies

Children are offered the following food at each of the clubs:

Breakfast club – buttered bagel, various cereals and milk and orange/ apple juice.

After school club – various snacks (e.g. toast, bagels, crumpets, crisps, cereal bars, biscuits) & dilute orange or blackcurrant juice.

Children with food allergies or intolerance will be flagged to staff by class teachers. Alternatives will be available for these children.

Collection from after school club

After school club finishes either at 4pm or 5:15pm Monday to Thursday and 4pm on Friday. School hold at least two emergency contact numbers per child. Parents/ carers are asked to collect their child at the correct time and staff will call the emergency contacts if parents are 10 minutes late.

More than three late collections may result in the after school club place being removed for a period of time. This will be discussed with parents/ carers prior to the place being removed.

Policy agreed Autumn 2024