



Breakfast and After School Club Policy

Admission

The Breakfast and After school club runs from 7-45am to the start of the day Monday to Friday, term time only (except on planned Non pupil days when the club will not run). It is the responsibility of the parent/carer to ensure that Breakfast and After school club is informed of up to date contact details at all times.

Behaviour Protocol

The Club recognises the importance of positive and effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending our clubs the children will be expected to behave in the same manner as during the rest of the school day, ie, in accordance with the school's Behaviour Management Policy.

- In addition, staff and children will work together to establish a clear set of "ground rules" Governing behaviour in After school club. These rules will be periodically reviewed so that new children have a say in how the rules of the club operate.
- In the event of negative behaviour occurring, staff will explain to the child why their behaviour is unacceptable and the consequences of any further such incidents.
- Wherever possible, staff will also try and discuss concerns with parents at the earliest possible opportunity.
- Persistent unacceptable behaviour from a child may result in the parents being requested to withdraw their child from the club.

The Breakfast and After School Club will adhere to all school policies: www.shaldonprimary.org/policies

Uncollected Children

Children need to be collected by the finishing time of 5-50pm. If a child is uncollected staff will use the contact names and numbers provided by the parent/carer. If the parent/carer is aware of a reason why collection may be delayed they can ring the After school club team on **07853 684400**. If all means of contact are exhausted and a child remains uncollected, in order to safeguard the child, we will contact our DSL for advice, if we can not reach our DSL we will contact the safeguarding Hub.

Parents/carers who are persistently late when collecting their child after 5-50pm finish time will have their child's place withdrawn from club.

NB – Any children attending school who have not been picked up at the end of the normal school day will automatically be put into the After school club at 3-30pm. After this time, any family that has not collected their child will be invoiced the session cost of £9.00.

We aim to ensure that we offer our services to all sections of our community, regardless of their socioeconomic background. A proportion of childcare costs can be claimed back as part of a family's working Tax Credits, Sodexo, Computershare and KiddiVouchers will also be accepted we also offer reduced fees for families who receive free school meals.



Methods

In order to achieve this aim, the After school club operates the following policy:

- We plan to open our doors for all of term time for five days per week (except on planned Non Pupil days when the club will not be run)
- Our Breakfast Club will begin at 7-45am and end at the start of the school day.
- Our After school club will begin at 3-15pm and end at 5-50pm.

Session Costs

Parents/Carers must book via emailing asc.shaldon@acexcellence.co.uk and pay for sessions by having funds available on their ParentPay account.

- Bookings are made via email and Payments are made through ParentPay using your ParentPay log in details.
- We will except ad-hoc bookings made via the school office if we have spaces.
- We ask you pre book your sessions in advance as much as possible.
- If the club is oversubscribed we will not be able to offer you a space.
- We reserve the right to review and, if necessary revise, session costs on a termly basis.
- If sufficient places have not been booked to maintain the financial viability of the setting, we reserve the right to close the Breakfast and After school club.

Form Completion

With completion of our registration form this will act as consent for your child/children to attend Breakfast and After school club. If you do not submit a form, consent will not have been received for your child to attend Breakfast and After school Club.

Absences

- We can not refund sessions a child has missed and holidays, unless you give us 24 hours notice.
- When a session is booked it is held open for that child whether or not they then attend.

Cancellations of sessions

- If you need to cancel a session 24 hours notice needs to be followed.
- If you need to cancel on the day a session is booked, please advise the school office, however, cancellation on the day will incur the charge of the session.

Staff Training

All staff have received Basic First Aid, Safeguarding, Food and Handling and Hygiene and Preventing extremism and radicalisation training.