

# Moss Park Primary School



## Breakfast & After School Club Policy

Relevant Committee	Full Governing Body
Date Approved	24th March 2025
Review date	Annually
Policy Type	Non-Statutory

## 1. Introduction

The clubs operates from 8:00 am - 8:45 am and 3:30 pm - 6:00 pm term time and current costs for each session can be obtained from the School Office. A copy of this policy is provided to all parents of children attending Breakfast and After School Club and is also available on the school website.

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

## 2. Admissions

- Only children attending Moss Park Primary School are eligible to attend the Breakfast and After School Clubs
- All places are subject to availability, parents must book sessions themselves directly using Parent Pay. Payment is required upon booking.
- The registration process must be completed prior to the child's commencement at the Breakfast and After School Clubs
- All parents will receive a paper copy of this policy and this policy is available to view via our school website
- All parents must read and sign the contract and complete a registration form.
- All After School Club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register
- 24 hours notice is required for cancellations otherwise there will be a charge
- 24 hours notice is required for booking

## 3. Arrival and Departure

### Breakfast Club

- Parents/Carers are required to bring their child directly to the club and a member of staff will sign them in.
- We don't allow adults into school at this time for safeguarding reasons
- Children will be escorted to their classroom at 8:40am by the Breakfast Club staff

### Collection of Infant Children for After School Club

- Reception classes will be brought to the hall by the TA's
- Infants will be collected by the After School Club staff
- Junior children make their own way to the hall at 3:25 pm.

The After School Club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

### Departure

- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
- Parents/carers are not allowed into the school building when collecting
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date
- Parents must inform the School Office if their child is going to be absent from Club
- Parents must ensure their child/children are collected and off the premises by 6.00 pm

## 4. Daily Routine

### Breakfast Club

- 8.00 am - 8:45 am – Parents bring their children to the Breakfast Club situated in the Hall where a range of activities are set out.
- 8.00 am – children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast
- 8:40 am – Tidy up time encouraging the children to take responsibility for the Hall
- 8:45 am – Children collect their coats and bags. Infant children are escorted to their classrooms where they meet up with the rest of the children; Junior children will make their own way to class.

### After School Club

- 3:25 pm - Infant children are escorted to the infant hall. Junior children make their own way to the infant hall. Children have a range of activities to take part in
- 4:30 pm Children receive a drink and a snack
- 5:00 pm - Children booked in the short 5pm session should be off the school premises
- 6:00 pm - All children should be off the school premises by 6.00pm at the latest.

## 5. Behaviour

We follow the three simple school rules: **‘Ready, Respectful, Safe’**

Behaviour is outstanding at Moss Park. Whilst attending clubs our children are expected to:

- Show the same high standards of behaviour as in school
- Respect one another and show friendship and teamwork
- Ask for help if needed
- Enjoy their time at the Club!

Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Sticker rewards
- Informing parents about individual achievements

Dealing with inappropriate behaviour:

- We give out reminders and ‘cautions’ as per the policy - this is almost always all that is needed
- If necessary, the child will have a ‘consequence’ - usually a short reflection time away from the activity
- Staff will encourage and facilitate mediation between children to try and resolve problems

If after the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the staff from Breakfast and After School Clubs may decide to not allow the child to attend for a short period. The reasons and processes involved will be clearly explained to the child and their parent/carer. This would always be a last resort.

## 6. First Aid

- Most children with a minor injury only require an observation of that injury, a cold compress and some reassurance from the member of staff. These will be logged in the ‘Minor Injury Log’ and we will inform you when you pick up.
- All accidents that require immediate medical attention will be recorded in the Accident Book, accurately reported to the parents/carer upon collection and signed by a member of staff.

- Accident records must give details of time, date and nature of the accident, details of the child involved, type and location of the injury, action taken and by whom.
- All incidents are dealt with by a qualified first aider

Parents of any child who becomes unwell during after school club will be contacted immediately. If a child is sent home during school hours, After School Club will be informed of their absence.

## **7. Payment**

All fees and statements are shown on the child's Parent Pay account. It is Parents/Carers responsibility to pay for Breakfast & After School Club in advance.

If a parent/carer is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

If a child who is booked in for the 'short session' (5pm finish) is not collected by 5.00 pm then a 'long session' (6.00pm finish) fee of £12.50 will be charged.

If a child has not been collected by 6.00 pm then the first contact will be telephoned. Then any subsequent contacts as per the Registration Form 2024 - 2025. If no contact has been obtained by 6.30 pm, school may need to contact the police and/or social services under our safeguarding protocols.

If a child is collected late on 3 separate occasions in a term, pupils will not be able to attend any after School Club sessions until the start of the following term.