



Holly Lodge Primary Academy

Holly Lodge Breakfast and After School Club Policy

The Kite Trust is committed to equality and diversity.

We promote an inclusive culture for all our staff and the communities that we serve.

This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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Policy Statement

Holly Lodge Breakfast and After School club was established to help meet the needs of our pupils, parents and carers and followed the vision and values of the school. The Club is committed to equal opportunities. No child who uses the club will be discriminated against on any grounds, e.g. race, gender, religion, disability or social background. Appropriate and reasonable steps will be taken to ensure that the service is accessible to all.

Aims

We aim to provide a secure, safe and welcoming before and after school facility for children whose parents are unable to bring their children to school at 8:45am and collect at 3:15pm.

Objectives

To provide a secure, safe and welcoming environment for pupils from 7:30am – 8:30am and 3:15pm – 6pm.

To provide an affordable service for working parents and carers.

To enable pupils to eat a healthy and varied breakfast before the start of the school day and provide a snack after school in a pleasant, relaxed environment.

To employ competent supervisory staff who uphold the vision and values of Holly Lodge.

Charging Policy

Holly Lodge Primary Academy charges for Breakfast club and After School Club to cover the cost of staff engaged to provide extended activities and the healthy food provided.

Tackling deprivation and disadvantage to reduce attainment gaps is a core focus of extended services. There may be circumstances or occasions when the school allocates a place at Breakfast Club and/or After School Club to a child. In this instance, the cost would be subsidised from wider school budgets. Any parents wishing to access this should speak to the school office initially.

Procedures

Staffing

There are a minimum of 2 members of staff on duty.

The Academy Head and/or other members of school staff are on site from approximately 7:45 until 5pm. The Academy Head is contactable in an emergency outside of these times.

The staff have undergone all the necessary safeguarding checks. All staff are committed to on-going training and development.

Contingency Arrangements for Staff Absences and Emergencies

If a member of the Clubs is absent, they must inform the Manager and/or the Academy Head before 7:30am. Cover will then be arranged.

There are school staff who can cover as required.

Booking Arrangements

Holly Lodge Breakfast Club and After School Club have places for a maximum of 50 children attending on any one day. The decision to take more children will be made by the Academy Head ensuring correct ratios are maintained.

All parents/carers are required to complete a registration form.

The registration form will remain active for the duration of the child's time at Holly Lodge Primary Academy, but the need for a place at the club must be booked in advance.

Parents/Carers must book their child in to the Clubs at least 48 hours prior.

The Clubs will endeavour to accommodate everyone as much as possible and as fairly as possible.

The charge is:

Breakfast Club: £5.50 per session

After School Club: £12.50 per session

Payment should be made in advance.

It is expected that parents will not go into arrears and any arrears of more than two weeks will be referred to the Academy Head. The parents/carers use of the club will be reviewed.

If a child is picked up after 6pm there will be a £10 charge to cover the cost of staff overtime.

All places must be cancelled 24 hours in advance if no longer required. Any bookings cancelled after this will be chargeable.

Use of Registers

Children are registered as they arrive to both clubs. When children are collected from After School Club the parent/carer signs the children out to say they have been collected.

The Admin Officer retains the registers which are kept in the office.

In case of an emergency, all staff and children will evacuate the building. Staff will escort children to the designated lining up areas on the field and the register taken.

Organisation

The Breakfast Club and After School Club are open to all pupils from Reception to Year 6.

Breakfast and After School Club are held in the M1 building where food is served and activities are organised

Pupils are welcome to the Clubs by staff who register the children. Younger children are assisted with their outer clothing and bags.

At Breakfast Club children are asked what they would like to eat and drink. Breakfast is served to them and the children are able to select what they would like to eat.

At After School Club the children have a quick snack when they arrive and then a healthy snack is served later during the session.

As each child finishes their breakfast/snack they are encouraged to clear away their own crockery and cutlery.

Warm water and liquid soap are available for the children and staff to clean their hands.

Toilets are available in school for use by staff and children.

After breakfast, children may join another table where activities are laid out or choose to play or chat with friends.

At After School Club children have a time before and after snack to join tables where activities are laid out or choose to play or chat with friends.

The preparation and serving of food finishes at 8:20 in Breakfast Club to enable staff to wash up and clear away in time for the start of the school day. Children arriving after this time who have not eaten at home will be fed, but from a reduced menu. Parents/carers should avoid causing this difficult situation if at all possible.

Snack time is completed by 4:30pm for after school club. All children enjoy snack together as a group.

At Breakfast Club all activities are cleared away by staff and children by 8:30am so that the children may walk to their classrooms. The supervision of Breakfast Club children is handed over to other members of staff at that point. All children are escorted directly to their classrooms and are handed over to the class teacher.

At After School Club all activities are cleared away by 5:45pm and children have a quiet time (story or other similar activity) before the end of the club.

The child's details are kept in the school office and all staff know how to access this.

The registration forms also contain information about any special dietary requirements and any medical conditions and/or allergies. These are kept in the Clubs files.

The school telephone number is used by the clubs between 8:30 and 4pm. Outside of these times a separate mobile is used: 07570 932 083

Communication with Parents

A brief, informal chat with parents bringing and collecting children is possible, although consideration of others should be given at this busy time.

Parents may make appointments with the Club managers or Academy Head to discuss matters regarding the Clubs.

Emergency Evacuation Procedure.

Fire: Fire alarm sounds. Exit the rooms using the fire exits and meet by the trim trail. Line up and register taken.

Lockdown: Fire alarm pulses or alert made by member of club. Children moved to library. External doors locked and library door locked. Register taken and call to Academy Head to confirm Lockdown.

Illness

The club has the right to exclude any child with an infectious disease, for example, sickness and diarrhoea or impetigo, for a period of up to 48 hours or until the child is no longer infectious.

Medication

The Clubs will follow the Academies Welfare Policy in relation to medication will only administer medication that has been prescribed by a doctor and where parental permission has been given in writing.

First Aid

First aid will be administered in line with the Academies procedures, with reference to the health and safety and first aid policy.

At least one member of the club will hold a current and relevant first aid qualification.

Risk Assessment

A risk assessment is carried out for the Clubs on an annual basis. A copy is kept in the Clubs file.

Confidentiality of Documents

Documents relating to the Clubs are treated as confidential and are kept in a locked cupboard in breakfast club and after school club.

Complaints

All complaints notified verbally or in writing by a parent/carer of a child attending the clubs will initially be investigated by the managers. The Academy Head will be kept informed and will be involved in the final decision, in line with the school's complaints procedure.

Behaviour and Bullying

Children are expected to behave inline with the Academies behaviour policy. If a child has 3 or more red incidents in 2 weeks they may be unable to attend the Breakfast and After School Club until an agreement is made between the Academy Head and the Parents/Carers to ensure that the child is supported correctly. Repeated negative behaviour may result in the child being banned from the club.

Bullying is not tolerated and is addressed using the Academies Anti Bullying Policy.

Additional Policies

Holly Lodge Behaviour Policy

Holly Lodge Anti Bullying Policy

Holly Lodge Welfare Policy