



RAVENSDALE JUNIOR SCHOOL

**BREAKFAST AND AFTER SCHOOL
CLUB POLICY**

2022 - 2023

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc Act 1974
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2022) 'Keeping children safe in education'
- DfE (2016) 'Wraparound and holiday childcare'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Attendance and Absence Policy
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Anti-bullying Policy
- Complaints Procedures Policy
- Health and Safety Policy
- ASC/BC Behaviour Policy
- Fire Safety Policy

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RAVENSDALE JUNIOR SCHOOL

BREAKFAST AND AFTER SCHOOL CLUB POLICY

1. Statement of intent

Ravensdale Junior School believes in creating a safe, welcoming and stimulating environment for all the children in its care. The school believes that a safe social atmosphere helps children of all ages to develop their social skills and confidence.

In order to help and support parents, the school aims to provide an affordable and convenient wraparound care. Breakfast and after-school clubs are made available to children aged 4 to 11, allowing parents more flexibility with their working hours.

The clubs cater for up to 30 children at a time, ensuring that there is a staff to child ratio of 1:10 at all times.

The school also provides numerous extracurricular clubs and activities as a method of developing children's social, behavioural and academic skills. All clubs and activities are conducted to the same high standard as that of the educational provision.

Wraparound and holiday childcare, and extracurricular clubs and activities, may include provision by external providers – appropriate safeguarding procedures will be followed with regards to these.

2. Organisation

Ravensdale Junior School provides Breakfast and After School Club care for the pupils of Ravensdale Schools. We provide care for children between the ages of 4-11.

Places are offered on a first come-first served basis. If all places have been filled a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club
2. Those requiring the greatest number of sessions/hours per week.

Monday to Friday, term time only and excluding INSET days.

3. Registration, Bookings and Payment

Parents must complete a registration form before their child/children can attend. **Please allow 3 working days after submitting your form for School Money to be updated and sessions available to book.** All bookings must be made via School Money, **all sessions must be pre-paid at the time of booking.** If sessions have not been pre-booked and paid for in advance, this will result in your child being unable to access the childcare. Sessions are non-refundable, unless the session is cancelled by the school.

We accept voucher and tax-free payments. Parents that wish to pay via tax-free childcare need to provide the school office with details of any payment they have made, including payment reference, child's name, date of payment and amount. This will need to be one week in advance of booking sessions. Once the payment is received, this will be credited against your child's School Money Account and you will be able to use it to pay for sessions. Failure to provide us with these details within the specified timeframe, gives us the right to withdraw your child's place.

4. Regular Bookings

Regular bookings are defined as set days that you agree to pay for. These days do not change from week to week. If you require regular booking arrangements e.g every Monday and Tuesday, please indicate this on the booking form. Regular bookings will secure you a priority place in the clubs and are the only way of securing a guaranteed space. Charges will be based on the place being held and not the actual attendance. The school will require 4 weeks' notice if you need to cancel/amend the booking.

5. Ad-hoc Bookings

Please book these via school money 24 hours in advance to make an ad-hoc booking. We are not able to take bookings via the telephone if calling on the same day you require a space.

Only under exceptional circumstances can a one-off emergency booking may be made via calling the school office, subject to availability. This is at the school's discretion and must be paid for at the time of booking.

Children who are eligible for Pupil Premium funding are offered free access to breakfast club only.

All sessions are non-refundable unless the school is closed due to unforeseen circumstances.

The School Debt Policy applies to both the after school/breakfast clubs.

Breakfast club will be charged at £5.00 and will start at 07:45. After school club will take place from 15:20 and charged at £10.00

The Governing Body reserves the right to increase these charges as appropriate. Parents will be notified 4 weeks in advance of any changes to payments.

6. Arrivals & Departures

The safe arrival and departure of the children in our care is paramount. A parent/carer must accompany the child to the community room for breakfast club and collect the child from the community room for after school club.

An accurate record will be kept of all children in the clubs and any arrivals or departures are recorded in the registers. The registers are kept in an accessible location on the premises at all times.

Parents will sign the children out before they leave the after school club, including the time of collection. Children can only be collected by an adult who has been authorised to collect them on their registration form or through informing the school office in advance of the collection via email.

If a child is booked into the club but does not attend registration, the designated staff member will check if the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the Designated Safeguard Lead or Headteacher and follow our missing child procedure.

7. Punctuality

Parents who arrive after 18:00pm are subject to a charge of £5 for every 15 minutes they are late. These charges will be added to your School Money account. Failure to pay these charges may result in withdrawal of your child's place.

In case of an emergency when children need to be evacuated from the building the register must be taken and the school's fire or critical incident plan followed. Pupils will line up on the closest playground which is adjacent to the Community Room and a register taken. If it is dark, the pupils will then be taken to the year 3/4 playground which is floodlit.

8. Breakfast Club

The breakfast club is open from 7.45am – 8.45am. No breakfast is served after 8.30am. Breakfast club is based in the Community Room. Children from Ravensdale Infant School will collect their belongings and will be escorted to the Infant School. At 08:45, Junior school children will be escorted into the main school in order to start the school day.

9. After School Club

The after school club is open from 15:20pm (infant children) 15:30pm (for junior children) until 18:00pm.

The Junior school children will meet in the hall and a register taken before being escorted through to the Community Room where they will be given a light tea.

Infant school children will be collected from their reception area and escorted to the Community Room.

Children will be provided with a drink and light tea. Food allergies can be catered for with advance notice.

10. Other extra-curricular clubs and activities

If your child attends an after-school club e.g. Dodgeball, progressive sports, Infant School club etc and you require childcare after the club has finished your child will be collected by a designated member of staff and register taken before being given a light tea.

11. Staffing

There are three members of staff in attendance at each club, but this may fluctuate to meet the Clubs' needs. They provide a suitable breakfast and light tea and ensure the children have activities to occupy themselves with and they are playing safely.

A variety of indoor and outdoor activities, games and crafts are offered in a safe environment.

12. Health and Safety

The School Health and Safety Policy applies to both Clubs.

All staff have a first aid certificate and accidents will be recorded in the club's first aid record book.

All electrical equipment is PAT tested.

The school lockdown and fire procedure and critical incident policies apply to after school/breakfast clubs.

13. Inclusion

Wherever possible, pupils with special educational needs or physical disabilities will be included, as long as the physical and emotional well-being of both staff and pupil can be assured. Children do need to be continent before being offered a place at the club.

We reserve the right to cancel the place if we feel we are unable to meet the pupils physical and/or emotional needs.

14. Safeguarding

The after school/breakfast clubs follow the clubs behaviour policy, a copy of which is on the website. No child will be admitted to the club without the relevant registration forms being completed, this is to ensure we can safeguard your child in the event of an emergency and that we are informed of your child's medical needs.

The child's details including medical conditions, parental contact details/emergency contact details are kept by the club. It is the responsibility of the parent/carer to ensure that all details are up-to-date.

All staff have a current enhanced DBS and are first aid trained.

15. Uncollected Children

After School Club will ensure that all pupils are collected by a parent/carer at the end of each session, or any other emergency contact as detailed on the registration form.

If a pupil is not collected at the end of a session, and the parent/carer has not notified us that they will be delayed, we will use the following procedures:

Up to 15 minutes late

- When the parent/carer arrives, they will be reminded that they must call the club to notify us if they are delayed.
- The parent/carer will be informed that penalty fees will have to be charged (Unless the delay was genuinely unavoidable).

Over 15 minutes late

- If a parent/carer is more than 15 minutes late in collecting their child, the after school club leader will try to contact them using the contact details on file.
- If there is no response from the parent/carer, messages will be left requesting that they contact the club immediately. The after-school club leader will then try to contact the emergency contacts listed on the pupil's registration form.
- While waiting to be collected, the child will be supervised. When the parent/carer arrives, they will be reminded that they must call the club to notify us if they are delayed, and that penalty fees will have to be charged (except in exceptional circumstances).

Over 30 minutes late

- If the manager has been unable to contact the child's parents/carers after 30 minutes, the after-school leader will contact Children's Social Care for advice.
- The child will remain in the care of the club's staff on the school/club premises, until collected by the parent/carer, or a nominated adult [nominated by the parent/carer] or until placed in the care of Children's Social Care.

16. Managing persistent lateness

- The after-school leader will record incidents of late collection and will discuss them with the child's parents/carers.

- Parents/carers will be reminded that if they persistently collect their child late, they may lose their place at the club.

Useful numbers

Police: 101

Social Care: 01332 641172 (9am-5pm)

Social Care out of hours: 01332 956606

Policies

The following school policies apply to the breakfast and after school clubs:

Administration of Medicine Policy

Complaint's policy

Staff code of conduct policy

Covid -19 policy

Club behaviour policy

Absconding policy

Missing child policy