



RAVENSDALE JUNIOR SCHOOL

BREAKFAST AND AFTER SCHOOL CLUB POLICY

October 2021

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Aims

To provide a happy, healthy, safe, secure and welcoming place at the start and at the end of the school day.

To provide healthy food for the children.

To offer Ravensdale parents affordable childcare for their children.

Organisation

The Breakfast Club is open from 7.45am – 8.45am. No breakfast is served after 8.30am. Monday to Friday, term time only and excluding INSET days. Breakfast Club is based in the community room.

The After School Club is open from 3.20pm (infant children) 3.30pm (for junior children) until 6.00pm.

Following breakfast in the morning and a light tea in the afternoon the children may take part in a variety of indoor or outdoor activities, some maybe weather dependant.

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.

The School's Administration of Medicine Policy applies.

Booking and Payment

A booking form must be completed at the start of each half term and returned with payment to the Office Manager to secure a place. A waiting list system maybe in operation.

Payment must be received by the date stated on the booking form. Online payments and Childcare vouchers are accepted.

Children eligible for pupil premium funding are offered a free place at breakfast club only.

Refunds cannot be given unless the School is closed due to unforeseen circumstances.

The School Debt Policy applies to both the Breakfast and After School Clubs.

Registration

A parent/carer must accompany the child to the school hall for Breakfast Club and collect the child from the community room for After School Club.

A register is to be kept of all attending each day. In case of emergency where children have to be evacuated from the building the register must be taken and the school's fire or critical incident plan followed.

Staffing

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

Personal strategies to support children with special educational needs will be implemented wherever possible within the physical and staffing constraints of the club.

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 First Aid Record in the office.

All staff have a current DBS.

All electrical equipment is PAT tested.

The School Lockdown and Fire Procedure and Critical Incident Policies apply to Breakfast Club.

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.

Safeguarding

The School Child Protection and Safeguarding Policy applies to Breakfast Club.