

At Allanson Street, we belong, believe, aspire and achieve

**Mission Statement**

At Allanson Street Primary School, we give every child the life chances they deserve regardless of their starting point or the obstacles they may encounter.

Children leave us well equipped with the knowledge, skills and values needed to become happy, confident, productive citizens ready and willing to make a positive contribution to the world.

Respect

Kindness

Resilience

Aspiration

Integrity

Pride

Courage

Independence



## Breakfast and After School Club Policy

Signed:

\_\_\_\_\_ Headteacher

\_\_\_\_\_ Chair of Governors

\_\_\_\_\_ Date

Issue Date: March 2025

Review Date: March 2026

## Allanson Street Primary School Breakfast and After School Club Provision Policy Statement

### Location and Staffing

The provision is based in the Wraparound Room in the Upper Junior corridor.

Breakfast club operates from 8am – 8.45am.

After school club operates from 3.15pm – 6:00pm.

Both provisions are staffed by a minimum of 1 L3 and 1 L2 teaching assistant (TA)- additional staff are provided subject to ratios. For further staffing details see Appendix 1.

Breakfast club is staffed from 7.45am – 8.45am. After school club is staffed from 3.15pm – 6:00pm.

There is always a qualified first aider available. The Upper Key Stage 2 first aid box/station is used by the provision.

### Dropping off / Collection arrangements

Children must be delivered to/collected from the Main Entrance by parents/carers and/or staff.

As children arrive at Breakfast Club they sign in on Inventory. After School Club staff must register children using Inventory.

Nursery, Reception and KS1 children attending After School Club should be taken to the Wraparound Room by a member of staff.

Key Stage 2 children should be sent straight from class to After School Club in the Wraparound Room. In the event of an unfamiliar adult coming to collect a child from After School Club, a password system is used to ascertain that the adult is authorised to collect the child. This password is contained in the original contract completed by parents / carers for the provision.

In exceptional circumstances, a child may be dropped off at Breakfast Club between 7.45am and 8am if this has been previously agreed with the member of staff running the provision.

Parents/carers are required to sign each child out from After School Club using Inventory.

### Provision

Snacks are provided in line with the whole school food policy at both Breakfast and After School clubs.

The staff room is used for the preparation of snacks where necessary. All staff undertake relevant food hygiene training. The fridge within the Wraparound Room is used for the storage of perishable food items.

The upper KS2 toilets are the designated toilets for the provision.

The Key Stage 2 playground is used, when appropriate, by After School Club after 3.45pm. A TA will always be present outside with the children. At the start of an outdoor session, the TA will check that all perimeter and playground gates are secured with a padlock. The school perimeter gates are locked at 3.45pm by the caretaker. The playground must not be used by the provision before 3.45pm.

The Wraparound Room is to be left clean and tidy at the end of all Breakfast and After School sessions.

The Wraparound Room is resourced and maintained appropriately by the staff. There is a termly budget for consumable resources. All areas are available to children at both Breakfast Club and After School Club.

There are three adult led activities planned across each week by the L3 TA for the After School Provision.

## Charges

The following charges have been agreed by the Governing Body of Allanson Street Primary School:

Breakfast Club £4 per session	After School Club £7.50 per session	Wrap Around per session £10.50	Late collection charges £1 per minute
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Payment should be made a week in advance. We can accept payments by standing order, childcare vouchers or online via ParentPay. To register with ParentPay please speak to a member of the office staff.

## Attendance

If a child/children do not attend the club(s) on their contractual days, parent / carers will still be charged for those session(s). If a child is ill or the parent / carer has given a minimum of 24 hours' notice to the office staff, they may be exempt from these charges.

If a child/children does not attend on their contractual days repeatedly they may lose their place which will then be offered to another pupil.

## Non-Payment of charges

If payment is not received after 5 working days of the due date, a letter will be issued as formal notification of intention to withdraw the place at the provision unless payment is received within 5 days. The child's place will be withdrawn until payment of outstanding charges is received.

## Contract

A contract must be signed by all parents/carers of children attending Breakfast Club, After School Club or Wrap around. Contracts are reviewed annually, or sooner if required.

## Line Management

Line management responsibility for staff from Breakfast Club and After School Club will be undertaken by the Headteacher / Deputy Headteacher. Staff will be subject to appraisal in line with the agreed whole school policy.

*In the event of emergencies i.e. pandemics, there may be a need to relocate the provision to another room to allow the clubs to run effectively and in line with new legislation. Where necessary changes are essential, an alternative first aid station will be used, and toilet facilities will be reviewed and designated accordingly i.e. possibly into class/year group bubbles. Drop off and collection points may also change, of which parents/carers will be notified in advance.*

# Allanson Street Primary School Wrap Around Care Policy Statement

## Location and staffing

Wrap around Nursery provision has been on offer since September 2015. This provides greater flexibility for parents accessing Nursery provision. There will be up to eight wrap-around places / 30 hour funding places available until we reach capacity. Ad hoc wrap-around (paid sessions) can be accommodated providing staffing ratios allow.

This provision will run from 8.30am until 11.30pm for children accessing morning nursery sessions.

This provision will run from 12.15pm until 3.15pm for children accessing afternoon nursery sessions.

Access to Breakfast Club and After School Club is also available to Nursery children in addition to the wrap-around / 30 hour funded provision.

## Staffing:

Additional staff will be deployed to the Nursery as appropriate to accommodate numbers of children accessing the provision.

**TA support:** K Knapper

**Cost:** £10.50 per session

Children accessing morning wrap-around should be taken to the Nursery entrance at 8.30am by parents/carers. Children who are accessing morning wrap-around and have been at Breakfast Club will be taken from the Wraparound Room to Nursery by the Breakfast Club staff.

Children attending wrap-around / 30 hour funded sessions are recorded on Arbor as attending all day and will be marked in each session accordingly.

Children will remain in the Nursery base over the lunchtime period 11.30am – 12.15pm supervised by a TA/Midday Supervisor. The children will eat a packed lunch provided by parents/carers.

Children who are in Nursery during the afternoon session and are accessing After School Club will be taken to the Nurture Room by 3.30pm. The TA will ensure that their names have been entered onto the After School Club register.

# **'Rise and Shine Breakfast Club' Policy Statement**

## Location and Staffing

The provision is based in the School Dining Hall.

Rise and Shine operates from 8:20 am – 8.45am and is staffed by a minimum of 1 L3 and 2 L2 teaching assistants (TA). Additional staff are provided subject to ratios. See Appendix 1 for further staffing details.

Rise and Shine is staffed from 8:10 am – 8.50 am.

There is always a qualified first aider on site. The Lower Key Stage 2 first aid box/station is used by the provision if/when required.

## Dropping off/arrival at class arrangements

Parents/carers drop off their children via the Dining Hall side entrance located on the Lower Key Stage 2 playground. Children are recorded on the club register on arrival.

After 8:30am, any KS2 child who has finished their breakfast is allowed to walk to class via the internal linking Dining Room door. Between 8.34 and 8.40am, EYFS & KS1 children are taken to their classrooms by a member of staff.

## Provision

Food items provided are in line with the whole school food policy.

The bread used for toast is provided to school free of charge from Greggs the Bakers, (1 loaf per 2 children per week). This is collected weekly from the local store by a member of school staff.

Torus, the local housing association, currently provides funding of £375 per term to purchase a range of additional food such as fruit, yoghurts, cereal bars and all the toast spreads including cheese, jam, butter etc. This funding can also be used to provide themed breakfasts.

The serving hatch is used for the preparation of toast. All staff undertake relevant food hygiene training.

The fridge and lockable freezer within the Dining Hall are used for the storage of perishable food items.

The LKS2 toilets are the designated toilets for the provision.

The Dining Hall and food serving hatch are to be left clean and tidy at the end of all Rise and Shine sessions.

## Attendance

The Rise and Shine Club is available free of charge to all pupils and is advertised as such. Parents and Carers are asked to contact Mrs Glynn if they would like to attend to ensure adequate staffing is made available.

If a place is allocated but not being used, parents/carers will be contacted regarding the space and, if necessary, the space will be reallocated. Class staff and pastoral staff are regularly asked to identify any

children who may specifically benefit from this provision and their parents/carers receive an individual invitation.

### Line Management

Line management responsibility for staff from Breakfast Club and After School Club will be undertaken by the Deputy Headteacher. Staff will be subject to appraisal in line with the agreed whole school policy.

### Safeguarding

All relevant school policies and procedures apply in full to Breakfast Club and After School Provision. Copies of these policies are contained in the 'Breakfast and After School Club Administration File'. These policies are also available on the school server in the teacher share/policies. It is the responsibility of staff to ensure they have secure knowledge of these policies and procedures.

## **Appendix 1**

### **Rise and Shine Club:**

M Stocks

M Prescott

B Conlin

### **Breakfast Club:**

L3 TA: Jenny Brunskill

L2 TA: Rebecca Miller

Kerry Knapper (If wrap-around is required)

### **After School Club:**

L3 TA: M Stocks (**Week 2** Monday-Wednesday, **Week 1** Thursday & Friday)

B Conlin (**Week 1** Monday-Wednesday, **Week 2** Thursday & Friday)

L Willmitt (Monday- Wednesday)

C Sternberg (Thursday - Friday)