

Breakfast and After School Club

Written By: Allanson Street Primary School

Issue Date: Summer 2018

Review Date: Summer 2019

Signed.....Date..... (Head Teacher)

Signed.....Date..... (Chair)

Allanson Street Primary School Breakfast and After School Club Provision

Policy Statement

Location and Staffing

The provision is based in the Nurture Room.

Breakfast club operates from 8am – 8.45am

After school club operates from 3.15pm – 5.30pm

Both provisions are staffed by a L3 and L2 teaching assistant (TA). Staffing details Appendix 1.

Breakfast club is staffed from 7.45am – 8.45am. After school club is staffed from 3.15pm – 5.30pm

The L3 TA is a qualified first aider. The infant first aid box/station is used by the provision.

Dropping off / Collection arrangements

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

As children arrive at Breakfast Club they must be registered by a member of staff.

At the start of After School Club children must be registered by a member of staff.

Nursery, Reception and KS1 children attending After School Club should be taken to the Nurture Room by a member of staff. Key Stage 2 children should be sent straight from class to After School Club in the Nurture 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 for provision.

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

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

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. All staff have undertaken relevant food hygiene training. The fridge within the infant cloakroom area is used for the storage of perishable food items.

The infant toilets and disabled toilet opposite the Nurture Room are the designated toilets for the provision.

The infant 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 the gates onto the Junior playground and nursery grounds are closed. The school perimeter gates are locked at 3.45pm by the caretaker. The infant playground must not be used by the provision before 3.45pm.

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

The Nurture Room is divided into provision areas as shown in Appendix 2. These areas are 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 3 adult led activities planned across each week by the L3 TA for the After School Provision (Appendix 3)

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.

Charges

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

Breakfast Club £3.50 per session After School Provision £7 per session

Wrap Around per session £10.50

Payment should be made a week in advance. Payment can be made by standing order, childcare vouchers, cheque or cash. Payments should be placed in the wall mounted deposit box which will be emptied and reconciled by office staff. Receipts are issued for payment by cash or cheque.

Non Payment of charges

If payment is not received after 5 working days of it falling due, 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 or After School Club. Contracts are reviewed as appropriate.

Line Management

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

Appendix 1

Breakfast Club:

L3 TA: A McCallion

L2 TA: Jenny Brunskill
Kerry Knapper (Wrap around)

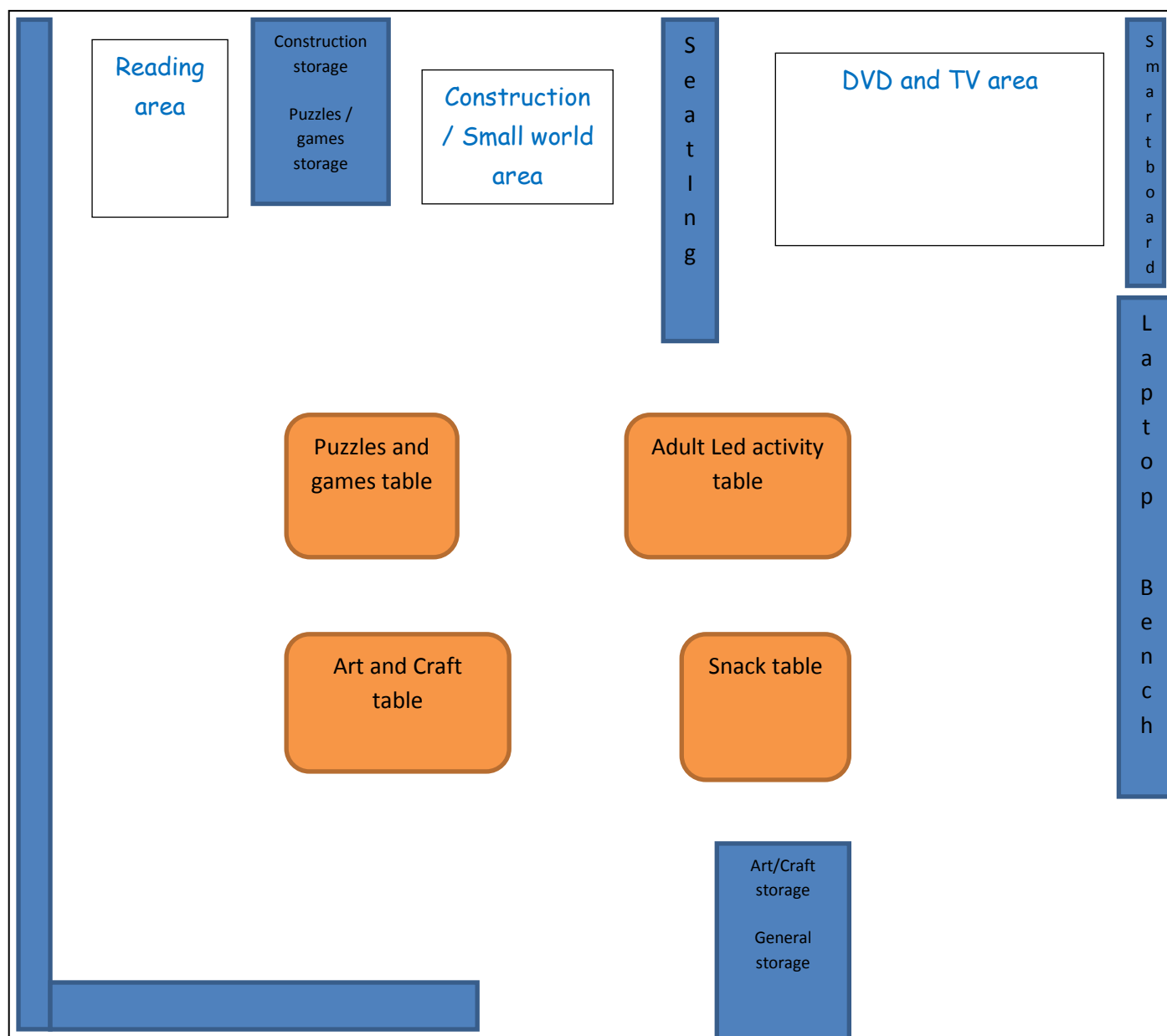
After School Club:

L3 TA: B Conlin

L2 TA: L Wilmitt (Monday- Wednesday)
A Green (Tuesday)
L Nield (Wednesday)
J Brown (Thursday)
Z McDonald (Thursday & Friday)

Appendix 2

Room layout and resources



Examples of resources freely available within each area:

Art and Craft	Construction	Puzzles and Games	Outdoors
Coloured pencils, crayons, felt pens	Lego	Jigsaws	Skipping ropes
Variety of paper	K'nex	Board games	Stilts
Glue/stapler	Magnetic Polydron	Card games	Hoops
Photocopied designs	Small world sets	Cash register / food	Balls and bats
Scissors	Sticklebricks		
Decorative items			

Examples of adult led activities:

Baking	Salt dough	Seasonal crafts	Parachute games
Painting	Junk modelling	Modelling clay	Team games

Sewing	Outdoor games		
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Appendix 3 Weekly Planning

After School Club

Adult led activities:

Week beginning:	Activity 1	Activity 2	Activity 3
	Resources:	Resources:	Resources:
Week beginning:	Activity 1	Activity 2	Activity 3
	Resources:	Resources:	Resources:
Week beginning:	Activity 1	Activity 2	Activity 3
	Resources:	Resources:	Resources:
Week beginning:	Activity 1	Activity 2	Activity 3
	Resources:	Resources:	Resources:

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Wrap Around Care Policy Statement

Location and staffing

Wrap around nursery provision will be offered from 1st September 2015 to offer greater flexibility for parents accessing Nursery provision. There will be up to eight wrap around places offered.

This provision will run from 8.30am until 12.30pm for children accessing afternoon nursery sessions.

This provision will run from 11.30am until 3.30pm for children accessing morning nursery sessions.

Some children may choose to access Breakfast Club and After School Club in addition to the wrap around provision.

Staffing:

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

TA support September 2015:

K Knapper and S Wilton

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 collected from the Nurture Room and then taken to nursery.

A Wrap Around Register will be completed in nursery so that children accessing wrap around provision during the day can be registered. The register will be sent to the office on Friday afternoon so that sessions can be charged.

Children will remain in the nursery base over the lunchtime period 11.30am - 12.30pm supervised by a TA. 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.