



RIVERLEY
PRIMARY

Breakfast Club and After School Club Policy

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Reviewed Annually

Contents

Purpose 3
Introduction 3
Admissions 3
Arrival and Departure 3
Daily Routine 4
Behaviour 4
First Aid 5
Children Collected Late or Not Collected 5
Payment of Fees 5

Purpose

The purpose of this policy is to describe how the school delivers a Breakfast and After School Club facility which is affordable, sustainable and of quality.

Introduction

Breakfast Club and After School Club are run by Riverley Primary School. These clubs exist to provide high quality out-of-school hours childcare for our families. Both services provide a range of stimulating and creative activities in a safe environment.

Breakfast Club operates from 07:30 – 08:50

After School Club operates from 15:25 – 17:30

Pricing for each session can be obtained from the School. A copy of this policy is provided to all parents/carers of children attending either/both of these clubs and is also available on the school website. All parent/carers must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending Riverley Primary School are eligible to attend Breakfast and After School Clubs.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the clubs.
- All parent/carers will receive a paper copy of this policy and this policy is available to view via our school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded on a register.

Arrival and Departure

Breakfast Club

Parent/carers are required to bring their child directly to breakfast club and sign them in. Generally, you should access the club via the main school entrance; the staff will be alerted to your arrival when you press the doorbell situated outside of the sliding doors. However, during these times, families will enter via the main gate, turn right and drop and collect their child from the Great Hall.

Children will be escorted to their classrooms or teacher by the Breakfast Club staff.

After School Club

Generally, children can be collected via the main school entrance. However, during these times, families will enter via the main gate, turn right and drop and collect their child from the Great Hall.

The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for. When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded. The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child. Parent/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date. If someone new to the school is going to collect a child, parent/carers must inform the club staff and/or the office staff and/or the class teacher. Parent/carers must inform club staff and/or the office staff if their child is going to be absent from club.

Daily Routine

Breakfast Club

07:30 – 08:45 parent/carers bring their children to Breakfast Club through the main school entrance. During these times, families will enter via the main gate, turn right and drop and collect their child from the Great Hall.

Children have breakfast and engage with a range of activities. Breakfast stops being served at 08:15. Before children go to class, there is time to tidy up. Children collect their belongings and they are dropped off to the relevant place and person. A Breakfast Club supervisor will be with the children at all times.

After School Club

15:25 – 17:30 Children are collected and taken to After School Club by staff.

16:30 Children have a snack. Children can then choose from a range of play and planned activities.

Parent/carers collect their children from After School Club via the main school entrance.

Behaviour

Children are expected to demonstrate the usual standards of behaviour and personal conduct at Riverley Primary School and follow the school values.

As always, staff will address challenging or inappropriate behaviour in a calm, firm and positive manner. Staff will consult with parent/carers to ensure that there is open communication and home-school links.

If, after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the school may decide that the child can no longer attend Breakfast and/or After School Club. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

All accidents will be recorded in the school accident book and accurately reported to the parent/carers upon collection. All incidents are dealt with by a qualified first aider.

Parent/carers of any children who become unwell during Club will be contacted immediately. If a child is sent home during school hours, Club will be informed of their absence.

Children Collected Late or Not Collected

If a child has not been collected by 17:30, parent/carers will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable, the police and Social Services will be informed.

A charge will be applied for late collection.

Payment of Fees

Please speak to the School Office for details about the charges for Breakfast Club and After School Club.

Fees will be charged through School Comms and can be paid off using the School Comms app. If you need any assistance, then please contact the School Office.

If your child will not be attending a Breakfast Club or After School Club session, then you will need to inform the office at least 24 hours beforehand in order to receive a full refund. Children who miss a session due to sickness will not be charged.

Any debt that exceeds £50.00 will result in the suspension of Breakfast Club and After School Club for the family.