

MARLBOROUGH PRIMARY SCHOOL
BREAKFAST AND AFTER SCHOOL CLUB POLICY
FEBRUARY 2018



**MARLBOROUGH
 PRIMARY
 SCHOOL**

Date of Policy Review:	Reviewer:	Date Ratified by Governors:	Date Shared with Staff:	Date of Next Review:
13/02/18	MR			

Article 28: Children have a right to a good quality education

Article 29: Children have the right to an education which develops their interests, talents and abilities

Rights Respecting Schools

As a Rights-Respecting School, we use children’s rights to underpin everything we do and learn. Marlborough Primary School has been working closely with [UNICEF](#), and is a 'Rights Respecting' School. The term is bestowed on those schools who, in the eyes of UNICEF, put the '[UN Convention on the Rights of the Child](#)', (UNCRC) at the heart of their planning, policies, practice and ethos.

UNCRC is a list of rights that all children, everywhere in the world, have. The rights are all the things that children and young people need to make sure they are healthy, happy and safe. A rights-respecting school not only teaches about children's rights, but also models rights and respect in all its relationships: between adults and children, between children themselves, and between adults themselves.

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the school’s Data Protection Policy.

Data Audit for this Policy					
What?	Probable Content	Why?	Who?	Where?	When?
Personal details of children and parents	Name D.O.B. Address Parent contact informaion Dietary/Medical needs	To ensure the safeguarding arrangements for the children whilst attending Breakfasts or After School Club	All parents/carers who use the Breakfast and/or After School Club	School’s Information Management System Paper Version is kept in a lever arch file in the school office ParentPay electronic register and payment system	Held whilst child attends the Breakfast and/or After School Club whilst a pupil at the school. Paper registers kept for 7 years to comply with financial regulations and destroyed thereafter

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level of Data Compliance Requirements
✓		

Introduction

The 'Wakey, Wakey Café' Breakfast Club and 'After School Adventures' Sessions are run by Marlborough Primary School and exist to provide high quality out-of-school hours childcare for the children at our school. They provide a range of stimulating and creative activities in a safe environment as well as providing a breakfast/snack every day.

The clubs operate from 7.30am – 8.45am and from 3.25pm - 6.00pm term time, and current costs for each session are as outlined on ParentPay - £4 breakfast club and £10 for after school club (£12 for ad hoc bookings). A copy of this policy is provided to all parents of children attending the clubs and is also available on the school website.

All parents 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 Marlborough Primary School (Reception to Years 6) are eligible to attend either club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- Non-contracted pupils are welcome to use the club provided there are spaces and parents/carers have previously completed the registration process.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register taken at both morning and evening sessions, every day.

Arrival and Departure

Wakey, Wakey Café Breakfast Club

- Parents/Carers are required to bring their child *directly to the club* and sign them in. Parents/Carers should enter the club via the external door to the small hall where the staff will be ready to greet children upon arrival.
- Breakfast will cease serving at 8.20am so any child arriving after this time can be looked after but will not be served breakfast. Any children who want breakfast must arrive before this time. Children will be escorted onto the relevant playgrounds at 8.40am by the extended services club staff.
- Children in Reception and Year 1 Classes will be escorted directly to their classrooms.

After School Adventures Club

All children from Reception and Year 1 will be escorted to the afterschool club as soon as their class has been dismissed for the day. Children in Years 2 to 6 make their own way to the club once their class has been dismissed.

Departure

- 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.
- Parents/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.
- Parents must inform the club staff if their child is going to be absent from the club.

Daily Routine

Morning session

7.30am – 8.40am parents bring their children to the Wakey, Wakey Café situated in the small hall where a range of activities are set out. Children must arrive before 8.20am if they want to have breakfast.

8.00am - children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.

8.35am - tidy up time encouraging the children to take responsibility for the small hall environment.

8.40am - children collect their coats and bags. Children in Years 2 to 6 are escorted to the playground where they meet up with the rest of the children awaiting the start of school. Children in Reception and Year 1 are escorted directly to their classrooms.

Afternoon session

3.25pm – 3.50pm - children go to the small hall to join the club where the register is taken.

3.50pm – 4.00pm - children are escorted to the toilets to wash their hands and they then return to the small hall where they will be offered a snack, supervised by all staff members. Children can then choose from a range of play and planned activities, both indoors and outdoors.

Behaviour

Whilst attending a club children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents about individual achievements.
- Behaviour awards given out during Friday's whole school assembly for exceptional accomplishments.

The children are expected to behave exactly the same as they would during the school day and the school's Going for Green Behaviour Policy is followed by all staff and children at the club.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour
- If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- Most of the Breakfast and After School Club staff are qualified First Aiders, and there will always be at least one person on duty, with First Aid, at all times.
- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of the breakfast/after school staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- Parents of any child who become unwell during the club will be contacted immediately.
- If a child is sent home during school hours, the club will be informed of their absence.

Uncollected children

If a child has not been collected by 6pm parents 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 after approximately one hour, the police and Social Services will be informed. If parents know they are going to be late they should call the school office before 4.30pm, or call the **After School Club on 07746 590434**.

A charge will be levied for late collection. A fee will be applied for late collection from 6pm onwards (see 'Charging for Children Collected Late' Policy – November 2017. This charge will be added to the following month's invoice.

Payment of Fees

All club members will be charged for use of the club through ParentPay and parents are able to log into their accounts at any time to check balances. It is a requirement of the club that parents pay their fees promptly and parents are required to make payments in advance. This will avoid any unnecessary emails, requesting payment, being sent out from the ParentPay system.

If a parent is experiencing difficulty with payment of their fees, they should contact the Headteacher as soon as possible.

Any parent who would like to pay using Childcare Vouchers should speak to the school office regarding arrangements for this.

Failure to make a payment, for longer than one week, may result in a parent losing their childcare place and may result in the school needing to invoke the Debt Management Procedure which involves passing the debt to Harrow Council to pursue.

Four weeks' notice must be given to reduce the number of sessions a child attends at the extended schools provision. Four weeks' notice must be given to resign a child's place.

Related Whole School Policies:

- Child Protection and Safeguarding Policy
- Equal opportunities Policy
- Health and Safety Policy
- Charging and Remissions Policy
- Debt Management Policy
- Charges for Children Collected Late

MARLBOROUGH PRIMARY SCHOOL – BREAKFAST AND AFTER SCHOOL CLUB

Registration Form

To be completed by parent/carer and returned to the club. Please note one set of forms must be completed for each child.

Personal

Surname _____ Forenames _____
Date of Birth _____ Class _____ Does a sibling attend the club? _____
Parent/Carer Name _____ Relationship to Child _____
Home Address _____
Postcode _____
Home Phone _____ Work Phone _____
Mobile _____ Email _____
Name of person/s with parental responsibility _____
Name of person/s with legal contact _____

Emergencies

Give details of two people who can be contacted in an emergency together with their contact numbers and relation to your child.

Named contact 1 _____ Relationship to child _____
Home Tel _____ Work Tel _____ Mobile _____
Named contact 2 _____ Relationship to child _____
Home Tel _____ Work Tel _____ Mobile _____

Medical & Dietary

NAME OF DOCTOR

TEL NO

By signing this pack you give consent to Marlborough Primary School staff to administer emergency medical treatment on your behalf on the condition that such action would only be taken if you were unable to be contacted, or could not be present. Give details of any medical conditions or special needs your child has which we should be aware of such as allergies, medication/s, major or minor illnesses and learning difficulties. Also state your child's DIETARY REQUIREMENTS (likes, dislikes, vegetarian or for religious purposes).

Collection

If you will not be collecting your child from the club each day, please give names and passwords of persons authorised to collect your child

Name _____ Password _____
Name _____ Password _____

Unaccompanied Minor

Please tick this box if you give permission for your child, (Year 5/6 only), to walk home unaccompanied or walk from home to the club, (Marlborough Primary School reserves the right to refuse a child to go home alone if deemed unsafe).

Booking Information

(tick days you require)

Breakfast Club	Start Date _____	Mon	<input type="checkbox"/>	Tue	<input type="checkbox"/>	Wed	<input type="checkbox"/>	Thu	<input type="checkbox"/>	Fri	<input type="checkbox"/>
After School Club	Start Date _____	Mon	<input type="checkbox"/>	Tue	<input type="checkbox"/>	Wed	<input type="checkbox"/>	Thu	<input type="checkbox"/>	Fri	<input type="checkbox"/>

Consent

I have read and agree to the terms and conditions overleaf

(please tick)

Parent Carer Signature _____

Print name _____