

The Friars Primary School  
Cannon Street  
Salford  
M7 3EU

# After School & Breakfast Club Policy



**Happiness – Achievement – Respect – Determination**

Written by Michael Earnshaw

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## 1. Policy Aims

- Provide children a safe and friendly environment for childcare

- To support parents with the demand of childcare

## **2. Times, costs and bookings**

- Breakfast club will start at 7.45am each day and will finish at 8.50am when the children will be taken to their classrooms.
- After school club will start at 3.30pm each day and will finish no later than 5.30pm. The leader and both assistants will be present for the entirety of the session.
- After school club staff will collect the children from classes at 3.30pm. The after school club leader will be required to collect children from the Early Years building across the road.
- The after school club leader will have a register of children expected to attend and will sign children in and out of after school club, including any unregistered children. This register is to be kept safe in the school office.
- Parents/named collectors will be required to sign for collection of their children.
- The club leader will have access to the children's contact details in the event of an accident or late collection.
- If a child is consistently collected late, the head teacher may make the decision to withdraw the after school club allocation.
- The cost of attendance for after school club will be as follows;
  - £6 per session, per child
  - Unregistered session - £7 per child
  - An unregistered session is classed as any session that has not been pre-booked before 12pm on the day of the club
- The cost of attendance for breakfast club will be as following;
  - £3 per session, per child
  - Unregistered session - £4 per child
- Payment is to be made in advance of sessions. Should cancellations be required, refunds will only be processed should the booking be amended before 3pm on the day of the club.
- If a child is consistently picked up late from school, the school may place the child in the after school club and therefore parents would be charged for this session.
- There will be a ratio of 1:13 adults to children registered in the Early Years and 1:30 for children registered in Year 1 to 6. The maximum intake that the after school club will have is 60 children. The maximum intake that the breakfast club will have is 30 children.
- Allocation of spaces will be made on a first-come-first-served basis and bookings are to be made through SchoolComms.

## **3. Food**

- All children will be offered light dinners, snacks and sugar free drinks during after school clubs.

- Food not requiring heating up will be offered throughout the session.
- Food requiring heating up will be offered at 4.15pm.
- The food offer will contain, but is not limited to;
  - Fruit
  - Vegetable sticks (carrot, cucumber)
  - Toast, crumpets and bagels
  - Baked beans, spaghetti hoops
- The club leader will have a list of all allergy and dietary requirements which will be accessible to all staff.
- Staff will read and know the dietary requirements of all children prior to them starting at after school or breakfast club.
- All food will be prepared in a sanitary environment.
- Parents will be informed of what their child has eaten each session.
- Breakfast club will offer a range of cereal, bagels and toast

#### **4. Behaviour**

- All children will be expected to follow the schools behavioural expectations.
- Children not meeting the behavioural expectations will be asked to take time-out during sessions and the consequences of their behaviour will be explained.
- Parents will be informed if a child's behaviour is not meeting the club's expectations.
- If a child's behaviour becomes a concern or a risk to their or other children's safety, the head teacher may make the decision to withdraw the after school club allocation.
- Positive behaviour will be celebrated and parents will be informed of this.

#### **5. Accidents and First Aid**

- All staff will undertake paediatric first aid training.
- All accidents will be recorded on Medical Tracker.
- Parents will be informed of any accidents and may be required to collect children in the case of more serious injury or illness.

#### **6. Missing or uncollected children**

- In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
  - Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff.
  - If the child remains missing, the emergency services will be contacted.
- If a child has not been collected by 5.45pm 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.

## **7. Staffing**

- Breakfast club will be run by two Level 2 Play Workers, reporting to the School Business Manager.
- After school club will be run by a Level 3 Play Leader and 2 Level 1 Play Workers, reporting to the School Business Manager.
- In the case of staff absence, the head teacher will organise appropriate cover

**The Friars Primary School**  
**After School Club Registration Form**

**Pupil Personal Information**

<b><u>Name</u></b>	<b><u>D.O.B</u></b>
<b><u>Address</u></b>	<b><u>Class</u></b>

**Days Required**

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**Adult Contacts**

Please include as many contacts as possible

<b><u>Contact 1</u></b>	
<b>Phone Number 1</b>	
<b>Phone Number 2</b>	
<b>Phone Number 3</b>	
<b>Phone Number 4</b>	
<b><u>Contact 2</u></b>	
<b>Phone Number 1</b>	
<b>Phone Number 2</b>	
<b>Phone Number 3</b>	
<b>Phone Number 4</b>	

<b><u>Contact 3</u></b>	
<b>Phone Number 1</b>	
<b>Phone Number 2</b>	
<b>Phone Number 3</b>	
<b>Phone Number 4</b>	
<b><u>Contact 4</u></b>	
<b>Phone Number 1</b>	
<b>Phone Number 2</b>	
<b>Phone Number 3</b>	
<b>Phone Number 4</b>	

**Medical and Dietary Requirements**

Medical Conditions	Requirement / Advice

Any further requirements, please attach to another sheet.

The After School Club Leader will have access to medical records and will only share necessary information with After School Club Assistants.

Dietary Requirements / Allergies	Requirement / Advice


Any further requirements, please attach to another sheet.

The After School Club Leader will have access to medical records and will only share necessary information with After School Club Assistants.

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_