

## Ecclesfield Primary

### Breakfast and After School Club Policy updated July 2023

#### Aims

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day and after the school day is finished
- To provide an affordable childcare facility for parents/carers
- To continue to build positive links/relationships with parents
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community

#### Location of the Club

The Club is located in the small hall at school. Children and their parents/carers should access through the car park entrance on Hanwell Close. A member of staff will ensure that children are escorted to their class lines at the beginning of the school day and teachers informed of their presence. All children will be escorted to After School Club by a member of staff at the end of the school day.

#### Staffing

There will always be a minimum of two supervisors at each session. Further to this, staffing will follow the best practice ratio which is children aged 4 to 8, the ratio is 1:8 staff and children 8 to 11, the ratio is 1:13 staff. Staff will be on site from 7.15 am to set up ready to open at 7.30am.

In addition to the Club staff, the Caretaker will be on site from 7.00 am and a member of the Senior Leadership Team will be on site until 6.00pm.

#### Contingency Arrangements for Staff Absences and Emergencies

There is an additional plan for staffing the clubs in the event of a member of staff being ill or inclement weather.

#### Fees

From 6th September 2023 the fees are £4.95 per session for the breakfast club and £7.25 per session for the After School Club per child for children from Foundation through to Year 6.

## Booking and Payment Procedures

Please contact the school office to enquire about a booking. Each child must be registered for the club using the £0.00 sQuid offer entitled "Breakfast and After School Club Registration". **Payment is required in advance.** Payment is made via sQuid, using the "Breakfast and After School Club Payment" offer or by using childcare vouchers. If this poses a problem, please speak to Mrs Lilley in the office. Mrs Lilley predominantly deals with payment and bookings of the club. Her hours of work are 8.00am until 3.30pm, Monday to Friday.

**Please note that bookings cannot be taken after 2.30pm for the same day.**

Staffing levels may need to fluctuate to meet the staff/pupil ratio. Parents wishing to make additional bookings will need to do so a week in advance if possible so that staffing levels can be planned as required. Bookings for both clubs can be made via sQuid with the deadline for booking each week being 11.59pm on the previous Thursday.

Places for emergency bookings cannot be guaranteed due to pupil / staff ratios.

## Cancellations

24 hours notice must be given for cancelling a session. Cancellations made after that time will still be charged at the full rate because staffing and food does need to be organised at least one day ahead.

## Payment information

- Fees are payable in advance of any bookings made on a monthly basis and should be paid via sQuid. An open sQuid offer will be set up per child at the time of registration to the clubs, to allow payments of any amount to be made at any time.
- Fees continue to be payable when a child is absent from the Club unless 24 hours notice has been given.

## Late collection fee

We hope parents will make every effort to let school know if there are extenuating circumstances for late collection from After School Club. If this persists, a late payment fee of £5.00 for every 30 minutes late will be applied. A member of the club team can be contacted on **07496 755612** if you need to advise them of late pick up.

## Difficulty with payments

- Ecclesfield Primary School will work with parents to ensure all avenues for assistance with payments are explored. Parents may face financial difficulties and, understandably, would like to ensure as little disruption

to their child's care as possible. Parents and carers experiencing such difficulties should contact the school office as early as possible, to reach a suitable arrangement for both parties.

- In the event of non-payment you will be unable to book your child in for the Club for the following month until the outstanding debt has been cleared.

### Debt collection

- The Governing Body has a duty to ensure the school receives all the funds to which it is entitled including Breakfast and After School Club fees.
- A full record will be kept of debts owed to the school for 7 years. This will include all letters requesting money, reminders and invoices.
- The school may refer unpaid debts to a specialist collection agency.

### Roles and responsibilities regarding debt collection

- The Headteacher will ensure that:
- Letters and final reminders requesting money are accurately recorded and those records maintained.
- Evidence of the steps taken by the school in pursuance of debt is recorded including dates and times of both letters and phone calls.
- The privacy of the family involved will be respected and only made known to those who need to know.
- The Governing Body will:
- Prescribe and regularly review the arrangements for debt recovery.
- Delegate its responsibilities under this policy to the Headteacher and the school office.

### Use of Registers

Children will be registered as they are admitted into the club by one of the staff on duty.

### Medicines

- Medicine can be handed to the Breakfast Club staff once the relevant sQuid offer is completed giving permission for school to administer it. Please note that the medicine policy within school applies to the clubs, and only prescribed medicine can be administered. The Breakfast Club staff will ensure medicines are passed onto the office and if applicable vice versa at the end of the day.
- Children using inhalers are requested to keep a named one in the club at all times. When taken, staff will observe that the medication has been taken correctly and record the dosage / time, etc.

### Cooking and Serving Facilities

- The school kitchen will be used for preparation and serving food
- Taylor Shaw will be in charge of preparing the breakfast food and one member of staff with Food Hygiene Certification will be in charge of serving food at After School Club and ensuring that the kitchen facilities are left tidy.

### Menus

- Menus will follow the Healthy School guidelines
- Menus will be in a half termly rota, addressing any possible allergies
- Menus will be displayed on the school noticeboard
- Allergy information should be updated regularly

### Resources

All electrical equipment will be PAT tested before use, where required.

### Behaviour

Because the Club is run by the school, the existing school Behaviour Policy and Anti-Bullying Policy will be followed.

### Communication with Parents

- Staff will have verbal communication with parents/carers bringing children which may involve passing a message to classroom teachers. A note of these messages will be recorded in a home/school book which is passed to the teacher
- Written notes to parents from teachers or Club staff will be passed on via the child's home/school book
- Parents may make appointments with a member of the Senior Management Team or Club staff to discuss matters/issues pertaining to the Club

### Safeguarding

- In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast and After School Clubs, either in a paid or voluntary capacity will have current DBS clearance. These records are held in the school office and are available in the club. DBS clearance is regularly renewed and staff trained in safeguarding.
- Club staff will follow existing school policies and procedures for safeguarding and also adhere to the school Code of Conduct.
- Where ICT equipment is used, children will also follow the schools E-Safety policy and procedures.

### Fire Procedure

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly manner via the closest exit.
- They will congregate in the KS2 playground.
- The club register will be taken outside and all names checked.
- There will be a fire practice once per term and paperwork logged in the club file.

### Risk Assessment

Separate risk assessments have been completed for the club sessions and activities. Copies are kept within a file in the office and in the club file.

### Confidentiality of Documents

Confidential documents are kept in the school office in a locked filing cabinet.

### Cancellation

The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies. Payment for the cancelled session will be carried forward onto the following month. Refunds will not be given.

In the event of closure:

- Parents will be contacted as soon as possible using the school texting service. Please ensure that your contact details are up to date at all times.
- During adverse weather conditions school closure will be reported on the school website, Sheffield City Council website, Radio Hallam and Radio Sheffield.

### Complaints

All complaints notified in writing by a parent regarding the Club will be investigated by a member of the Senior Management Team and a record kept of the outcomes.

### Breakfast & After School Club Staff

Donna Coleman (TA Level 2)	India Butler (TA Level 2)
Bev Harland (TA Level 3)	Ellie Whittaker (TA Level 3)
Caroline Thorpe (Support staff)	Melissa Lawson (Support staff)

All staff hold current First Aid and Food Hygiene qualifications.

### Management Committee

Mrs J Eagleton (Executive Headteacher)  
Mrs R Binns (Head of School)  
Mrs H Travers (Assistant Head)

Alison Warner (Chair of Governors)

### Funds

The club aims to keep costs affordable to parents whilst being sustainable to Ecclesfield Primary. If there should be a small profit made at any time, it will be used to enhance and replenish resources for all children within the Ecclesfield Primary School Community.

### Before School Club (7:30 a.m. to 8:40 a.m.)

A healthy breakfast is offered from 7:30 a.m. to 8:15 a.m. This may include choice of cereals or porridge with milk, breads and toast with spreads, fresh and dried fruit, fruit juice, yoghurt and dilute juice. Taylor Shaw will provide breakfast.

### After School Club (3.00 pm to 5.30 pm)

Snacks are offered to the children after school, and may include a selection of sandwiches, toast, crumpets, hot dogs, beans on toast, fruit and yoghurts.

### Activities at the Club

The children's views on activities will be valued. Each child is encouraged to make choices in their play activities in order to promote their learning, independence and self-esteem. Activities will consist of; creative, sports, musical, reading, writing maths and ICT.

### Policies and Procedures

The Club is run by Ecclesfield Primary School and therefore follows policies and procedures adopted by school. Copies are available from the school office.