



STANBRIDGE LOWER SCHOOL

BEFORE AND AFTER SCHOOL CLUB

Reviewed April 2018

1. INTRODUCTION/RATIONALE

- 1.1 At Stanbridge we provide a safe, happy, welcoming and friendly environment at the start of the school day for all children to play, learn and develop to their full potential.
- 1.2 We provide an opportunity for all children to have a healthy breakfast at the start of the school day. We believe this prepares the mind and body for learning.
- 1.3 We promote a positive relationship with parents and carers and work in partnership with them to provide high quality play and care for children.
- 1.4 We support working parents by providing affordable childcare which can be organized on a flexible basis from 8am - 8.45 am, and 3.30 - 5pm, Monday - Friday.
- 1.4 We use our Pupil Premium (as long as funds are available) to support early morning breakfasts and care for children who's parents are in receipt of Income Support,
- 1.5 We recognise we have a responsibility to ensure the general welfare of children, so children who are classed as vulnerable and in need of care and food are offered breakfast at a reduced rate.

2. CAPACITY, CHARGING, SESSIONS AND STAFFING

- 2.1 Capacity: 16 places. Children can be booked into before and after school care when they are in their Reception class, Yr 1,2,3 or 4 class. We do not provide before and after school care to Pre-school aged children.
- 2.2 There are always two members of staff on duty in the Breakfast Club and After School Club with Level 2/3 qualifications in childcare. We operate on a ratio of 1 staff member to every 8 children.
- 2.3 Breakfast Club and After School Club is open Monday - Friday, 8am - 8.45am and 3.30 - 5pm. This can be accessed in the following ways:

Breakfast Club	Fee
Regular care advanced booking rate from 8 - 8.45am daily, including breakfast.	£3.50 per session
Ad hoc rate: Breakfast only from 8.30 am.	£1.00 per breakfast
Child in receipt of FSMs/vulnerable child rate.	No charge, as long as funds available in school budget.
Staff: Breakfast only	£1.00

After School Club	Fee
Daily clubs and care rate from 3.30 - 5pmm daily, including	£3.00 per session

snack.	
Uncollected children	£10 per session/part session, per child for care not previously agreed with school or unauthorised by school.
Child in receipt of FSMs/vulnerable child rate.	Can apply for funding which will be allocated depending on the needs of others and the amount of funding available.

2.4 Parents will be given one month's notice of any increase in fees. All fees must be paid on the day or an invoice will be sent home . The school reserves the right to exclude a child if fees are not paid.

3. STAFF RESPONSIBILITIES

3.1 The Family Liaison Officer will

- Ensure the smooth day to day running of the Breakfast Club by liaising with the Leader and Assistant.
- Ensure all staff are following school policies especially ones relating to child protection, first aid, health and safety, e safety and fire, disaster and emergency.
- Invoice charges to parents and collect/account for fees, liaising with the School Office as appropriate.
- Pass all monies to the School Office to be banked.
- Arrange meetings with the staff regularly to discuss forward planning, issues and concerns.
- Keep informed about all national developments and initiatives linked to the club.
- Monitor the completion of fire drills .
- Keep the Head Teacher informed of any issues, developments or concerns.

3.2 The Leader will

- Delegate duties to the assistant.
- Register children as they arrive and provide the Family Liaison Officer with details of attendance so that the correct charges can be made.
- Pass any payments received to the Family Liaison Officer or the School Office.
- Ensure child protection training, food hygiene training, and first aid training is kept up to date.
- Complete the daily planning of activities on offer each morning and keep a record of children's achievements and needs.
- Liaise with class teachers to link learning experiences on offer and feedback any relevant educational or welfare issues to class teachers.
- Ensure consumable resources are purchased to provide a daily breakfast/snack for children.
- Ensure all school policies are followed, in particular health and safety, child protection, behaviour, first aid, e-safety, and fire, disaster and emergency.
- Complete a termly fire drill and record this in the school records.

- Ensure children are well cared for and treated with respect at all times.
- The Leader will provide activities to assist learning e.g. doing homework, reading, drawing, watching educational programmes, playing board games. Children will not be allowed to leave the breakfast club room to play outside unsupervised.
- The Leader will ensure all children are escorted to their classrooms and care handed to the teacher in charge of the classroom at 8.45am. After school the Leader will ensure children are handed over to their parent/guardian or nominated person. The nominated person will provide a password chosen by the parents. If the nominated person cannot provide the current password the children should not be handed over to them. The parents should be contacted for advice.
- Ensure all children are registered at the Breakfast Club/ After School Club using the official registration form, ensuring that any points raised on the form are shared with relevant staff. Eg allergies.
- Ensure the notice board contains all the relevant information as directed by OFSTED and EYFS guidance. E.g. policies, schedule of activities, cause for concern sheets and child protection information.
- Keep the Family Liaison Officer informed about any issues, developments or concerns. In the absence of the FLO, inform the Head Teacher or Senior Teacher.

3.3 The Assistant will

- Support the Leader in all of the above points and follow whole school policies, as indicated above.

4.0 CHILD RESPONSIBILITIES

4.1 Children who attend Breakfast Club will

- behave well and show respect to other adults and children
- be polite
- look after the equipment and resources.
- follow the rules set down in our Code of Conduct.

4.2 The Head Teacher will enforce a permanent or temporary ban if children do not behave well or do not show respect for staff or other children.

5. PARENTAL RESPONSIBILITIES

5.1 Keep the Leader informed of any changes to emergency contact details.

5.2 Inform the Leader of any illnesses or medical needs.

5.3 Ensure their children are registered each morning at the club.

6. BREAKFAST/SNACKS

6.1 Breakfast will consist of

- Cereal
- Toast and toppings
- Orange Juice and/or milk
- Fruit

6.2 Themed breakfasts will take place across the year.

6.3 Other additional items can be provided giving the children choice and providing for their requirements/likes/dislikes.

6.4 Snacks at After School Club will consist of fruit, toast, juice or milk.

7. OUTSIDE PLAY

7.1 Staff are encouraged to take the children out into the school grounds to play games, if time allows in the breakfast session.

7.2 Children must be supervised at all times, and reminded of the rules before being allowed to take part in an activity.

7.3 A risk assessment should be completed for high risk activities. E.g. the pond area.

8. COMPLAINTS

8.1 All complaints should be raised with the Leader in the first instance. If the parent is still concerned these can then be referred to the Family Liaison Officer or will liaise directly with the Head Teacher.

8.2 The Head Teacher will then refer the parent to the school's Complaint's Policy.

9. REVIEW OF POLICY

The school's policy will be reviewed when:

- Two years have elapsed
- There has been a significant change in staffing or pupil intake.
- There has been a significant change in Government guidelines

R Godwin
Head Teacher
April 2018

This policy was ratified by the full governing body.

Date of Meeting:

Signed Chair of Governors.

