

HOLYMEAD PRIMARY SCHOOL
Breakfast and After School Hub Club Policy 2023

AIMS

- To provide a childcare facility that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To provide children with a nutritious breakfast and drink/or nutritious snack at the after school club.
- To have strong partnerships with parents/carers.
- To provide a range of structured play activities to engage and stimulate the children.

Organisation

- The Breakfast Club is open Monday-Friday from 7.45am – 8.40am.
- The After School Club is open Monday-Friday from 3.20pm – 6.00pm.
- The Clubs are available for all children from YR – Y6.
- The Clubs are located in the Hub on the Junior Site. Parent/Carers need to drop off and collect their children via the entrance on Rossall Road.
- The Breakfast Club Leaders are Mrs Chandler and Mrs Smith
- The After School Club Leaders are Mrs Chandler and Mrs Andrews.
- Mrs Buckley will co-ordinate bookings and online payment plus the provision of snacks. All staff plan activities for after school club.
- If a member of staff is absent, they will contact the Head Teacher in order for a replacement to be arranged. There is always another member of staff on site to support in case of emergencies or other incidents until the After School Club closes at 6.00pm.

Breakfast Club

Children will be registered online as they enter the Hub, using that day's register.

A maximum of 50 children per day will be admitted.

At 8.20a.m, the staff member leading the walking bus down to the KS1 site will call the register before leaving the KS2 site.

The KS2 children will be escorted to the junior library and then dismissed to their classes by an LSA.

The online booking system records money paid against each child's account. No money will be collected by breakfast club staff except in exceptional circumstances.

Children will get a choice of cereals plus toast to begin their day, with juice, milk or water available to drink.

Parents/carers are responsible for informing the Breakfast Club Leader of any dietary requirements.

After the children have eaten, they will have the opportunity to get involved in a number of activities. These include:



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- Board Games
- Lego or construction games
- Comics or books
- Table football

After School Club

Children up to the end of Year 2 will be collected directly from their classrooms by After School Club Assistants.

Children from Year 3 to Year 6 will go directly to the Lower Hall where a play worker will be waiting for them.

The children will be offered a light snack and drink. Snacks may be savoury biscuits, toast, hot dogs, bagels, fruit, yoghurt or similar. Only snacks will be provided not a full tea.

Parents/Carers are responsible for informing the After School Play leader of any dietary requirements.

Typical activities will include:

- Art and craft activities
- Sports activities and team games using the hall or playground
- Action figures and playsets
- Dolls and accessories
- 'Chill out' area where books and comics will be available
- Lego and construction
- Board games
- Help with homework, reading or other learning if requested.
- Table tennis, table football, snooker

Activities are always pre-planned and will vary throughout the year.

Loss and Damage

The Breakfast and After School Clubs are not responsible for the loss or damage to any items brought from home. This is in line with school policy which states no items should be brought from home.

Behaviour

The school rules and Behaviour Policy will be followed to ensure consistency for the children at the Club. We expect good behaviour and respect for others.

The management committee reserves the right to refuse admission to any child whose behaviour at the breakfast or after school club is, in its opinion, not in the best interest of



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the other children's health, safety or welfare. Parents and carers will be informed if their child's behaviour falls below that which is expected. Children may be temporarily banned for minor incidents of inappropriate behaviour. Serious incidents or repeated inappropriate behaviour could lead to the child being permanently banned. Parents will be informed in writing about serious incidents and banning.

Booking and Registration

- Parents/Carers are required to complete an online registration process by creating an IPal account. This will include personal details, permission information, doctor and health information, SEN needs and dietary requirements.
- It is the parent / carers responsibility to keep their children's details up to date.
- After registration, all bookings and payments must be done online and parents can book for a day, week, term or year if places are available.
- Payments for sessions booked must be received before a child attends after school club
- Once a session is booked and paid for, fees are not refundable except in exceptional circumstances and wholly at the discretion of the management committee.

Breakfast Club

It is essential that pupils are booked into the Breakfast Club by at least 3.00pm of the day before the session required.

There are a limited number of 50 places available each day and therefore will be allocated on a first-come, first-served basis.

Parents/Carers are asked to sign their child in at the Breakfast Club on the daily register.

After School Club

It is essential that pupils are booked into the After School Club by 2.00pm at the latest on the day the session is required.

There are a limited number of 40 places available each day and therefore will be allocated on a first-come, first-served basis. In an emergency, a child may be booked in the After School Club on the same day with school staff agreement.

Collection from the After School Club



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Collection will be from the Holymead Hub entrance. On collection, staff sign the child/ren out using the IPal system which also records the time that they leave. Parents are asked to ring on the doorbell when they to pick up their child. If there is no answer e.g. due to the children being outside, then parents are asked to ring the After School Club phone number - 07597818463. Children will only be handed over to the person(s) indicated on the registration form. If any other person is collecting the child, the Leader should be notified in advance and a safety password should be provided.

Fees and Payment

Breakfast Club Fees:

7.45.am – 8.40am £4.00 from September 2023

After School Club Fees:

3.20pm – 6.00pm £9.00

- Fees are payable (daily/weekly/half termly) in advance.
- Fees must be paid online through an IPal account and not to the school office.

If, for some reason, payment has not been made before arrival at the session in the case of the Breakfast Club or on collection from the After School Club, then payment **MUST** be received within one school day. If payment is not received within one school day, Parent/Carers may forfeit the opportunity to use the club for their child.

Fees will be reviewed annually by the Governors.

Cancellation

Hub clubs operate on the same opening days as the school.

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the school building e.g no heating or water supplies. In the event of closure:

- A member of school staff will endeavour to contact individuals by parentmail and text.
- During adverse weather conditions school closure will be reported on the Bristol City Council website and all parents are contacted by Parentmail.

Late Collection for After School Club



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If you are going to be late collecting your child, it is imperative that the After School Club is phoned with a reason for lateness and estimated time of arrival.

Collection after 6.10pm will incur an extra charge of £5.00

Collection between 6.15pm and 6.30pm will incur an extra charge of £15.00

If a child is not collected by 6.30pm and the After School Club has not been able to establish contact via the Parents/Carers' numbers or via any emergency contacts, then Social Services will be contacted.

Safeguarding and Health and Safety

In accordance with safeguarding arrangement, all staff involved in the running of the Breakfast and After School Clubs have current DBS clearance and have received Level 1 child protection training. Staff have food hygiene and paediatric 1st aid training.

All staff follow existing school policies and procedures for safeguarding, child protection, the code of conduct, health and safety policies and fire safety procedure.

Where ICT equipment is used, they also follow the school's E-Safety policy and procedures.

A separate risk assessment has been completed for the Breakfast and After School Clubs.

Communication with Parents

Staff will communicate verbally with Parents/Carers bringing children, which may involve passing a message to the class teacher.

Written notes to parents from the class teacher will be passed on via the Club Leaders.

Accidents and Illnesses

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible. Basic first aid will be given by a qualified member of staff and the accident book filled in. The Parent/Carer will be asked to sign the accident book on arrival.

Medication and Special Needs

The Clubs follow the school's Medical Conditions in School Policy, which includes guidance and procedures on medicines in school and Education Health Care Plans (EHCPs), and



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related policies and procedures. These are available from the Play Leaders on request or can be found on the school website.

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally assessable to all. We adhere to the school's Equal Opportunities Policy.

Complaints

All complaints will follow the school's complaints policy which is available on the website.

March 2023

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