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May 2018		May 2018	May 2019

Marlborough St Mary's CE Primary School



MARLBOROUGH
ST MARY'S
PRIMARY SCHOOL

After School and Breakfast Club Policy

Together we believe, learn and achieve

Marlborough St Mary's CE Primary School

After School and Breakfast Club Policy

Introduction

Marlborough St Mary's is committed to offering quality out of school provision with a varied and comprehensive range of before and after school activities. The Clubs are available for all children from Reception age to Year 6.

Aims

- To provide opportunities for fun, enjoyment and learning through a range of activities
- To encourage children to develop friendships between age groups and work together cooperatively
- To provide a childcare facility that meets the needs of parents and carers
- To provide children with a nutritious breakfast at the Breakfast Club and/or a nutritious snack at the After School Club

Staffing

The Clubs are run by employees of the school, at least one of whom will be trained to a minimum NVQ level 2, Food Hygiene Certificate and Paediatric First Aid qualification. Staff are covered by school policies that include behaviour, child protection, equal opportunities, health and safety etc. and are subject to the schools complaints procedures.

All staff are subject to a vetting procedure in line with the Disclosure and Barring Service (DBS).

The club will maintain a minimum staffing ratio of 1:8 for KS1 children and 1:10 for KS2 children. Staffing may include voluntary assistants as long as there are two members of the school staff in attendance.

Ratios for outings should comply with the school's usual procedures.

A minimum of 2 members of staff will be required to be on site for the club to operate.

Activities

Activities undertaken at the Clubs will present children with a range of play opportunities as well as providing them with resources which are appropriate to the interests and ages of those attending. These may include supervised use of ICT facilities, cooking, crafts, games etc.

Food and Drink

- Fresh drinking water is available to children at all times
- Where food is provided, parents are asked to inform the school of any special dietary requirements, preferences or food allergies the child may have.

Special Needs

The school's Special Educational Needs Policy outlines the school's provision and approach for children with additional needs.

Equal Opportunities

A Single Equalities Policy details the school's procedures and is consistent with current legislation.

Health and Safety

The school will take steps to ensure that hazards to children on the premises, both inside and outside, are minimised. The School Health and Safety Policy outlines the procedures that operate in the school. Risk assessments are conducted as required

Staff working in the kitchen area are expected to comply with regulations regarding food safety and hygiene and one member of staff is required to have completed a Food Hygiene course and achieved the necessary recognition.

A First Aid box complying with the Health and Safety (First Aid) Regulations 1981, the contents of which are checked frequently and replaced as necessary by a designated member of staff, is available to clubs at all times.

Children who are ill, or who have infectious diseases, are not permitted to use the clubs. Parents will be informed immediately if children are ill.

The school is a no smoking area.

Staff running clubs remain responsible for the children attending the activity until they are collected by parents or a named adult. Under no circumstances will children be allowed to wait outside the school unsupervised before collection by parents or sent home with an unauthorised adult. **If a parent delegates responsibility for collecting their child to another adult then they must put this in writing.**

Behaviour

Behaviour management and Anti-Bullying procedures are detailed in the school's Behaviour Policy.

Physical intervention is discouraged. Please refer to separate guidance policy on the Use of Force to Control and Restrain Children.

Poor behaviour will not be accepted at any of the clubs. If your child's behaviour is considered to be unacceptable they will be asked not to attend the club on the following day. If bad behaviour continues you will not be able to use the out of school hours provision.

Child Protection

A separate Safeguarding and Child Protection Policy details the school's policy and procedures. There is a guidance policy on physical contact with children.

Communications to Parents

Communication with parents follows the schools usual procedures and parents may contact the after school club via the school office on 01672 513101

We have a telephone number for after school club **07780 959747** which should only be used in the case of an emergency during the sessions. **It will not be answered during normal school hours.**

Breakfast Club

- Every day before school, Maximum 32 children
- Monday – Friday 7.45 – 8.45 in the school hall. Please do not bring children before this time.
- Breakfast will be served between 7.45am and 8.15am
- There will be a range of activities throughout the week
- Cost: £3.00 per session

After School Club

- Every day after school – KS2 maximum 20 children, KS1 maximum 16 children
- Session 1: 3.15pm- 4.30pm: KS1 children at St Mary's Under Fives – Monday to Friday
- Session 1: 3.15pm-4.30pm: KS2 children in School Studio Hall - Monday to Friday
- Session 2: 4.30 – 5.30: All children at St Mary's Under Fives - Monday to Thursday
- Snack provided between Session 1 and Session 2
- There will be a range of activities throughout the week
- Cost: £5.00 for session one or £9.00 for sessions one and two
- Please ensure that you collect your child promptly at the end of the session. At 5.30 all the children will be brought down to the school. If you are late collecting your child, we reserve the right to make a £5 charge

Booking

- Please return the form on the reverse of the flyer to the office.
- Tick the sessions you would like your child to attend. If you do not hear from us then you can assume we will be expecting your child at the requested sessions.
- Please ensure that we have a contact telephone number on the form.

Payment

- Our preferred method of payment is ParentPay. If you have mislaid your log-in details, please contact the office.
- Childcare vouchers are accepted as a method of payment.
- Payment to be made in advance. If payments are behind we will not accept bookings for the following term.
- Any cancellation must be made 24 hours in advance otherwise the full amount will be payable.

YOUR BOOKING WILL NOT BE ACCEPTED AS CONFIRMED UNTIL PAYMENT HAS BEEN RECEIVED – PLEASE PAY ONLINE AT PARENTPAY.COM

Related Policies and documents

Special Educational Needs Policy

Health and Safety Policy

Single Equalities Policy

Behaviour Policy

Use of Force to Control and Restrain Children

Child Protection Policy