



Ark Blacklands
Primary Academy

BREAKFAST & AFTER SCHOOL CLUB POLICY

Ark



Purpose of the policy

- To describe how the school delivers a Breakfast and After-School Club service which is affordable, sustainable and of good quality.

Aims

Through our Breakfast and After-School Club we intend to:

- Provide opportunities for fun and enjoyment through a range of activities.
- Encourage children to develop friendships between age groups and work together cooperatively.

Hours

- Breakfast Club and After School Club run during term time Monday-Friday (excluding Inset Days).
 - Breakfast Club starts at 8am and closes at 8:45am when the children go to their classes.
 - After School Club starts at the end of the school day - 3:15pm and closes at 5:30pm.
 - During inclement weather, particularly snow, the clubs may be cancelled to ensure the Health & Safety of children and staff.
- All spaces are subject to availability based on staffing ratios.
- Places are allocated on a first come first serve basis.
- Children can be collected at any time during the hours the After School club runs.
- The clubs are open to all children from Reception (once full time) to Year 6.
- Children will make their own way to the club at the end of the school day, unless there is a need for an adult to accompany them.

Admission, booking procedures and payment of fees

- Registration forms, (Appendix 2) available from the school office, must be completed prior to a child starting at the club.
- Emergency contacts and password must be given before a child can attend the club.
- Regular slots should be booked one term in advance, and fees should be paid no less than a week in advance.
- If a regular slot needs to be cancelled or changed, and space is available, a minimum of one full week's notice must be given, or fees will still be payable.
- One-off slots can be booked, if space is available, and fees must be made at the time of booking.
- Confirmation of a place will be given verbally for late bookings.
- Should you no longer wish your child to attend Breakfast or After School Club, you must give at least one full week's notice in writing.
- Fees must be paid through Parent Pay. Breakfast Club fees are £2.50* per session, After School Club fees are £3* per session. After School Club sessions are 3:15 to 4:15 and 4:15 to 5:30. (* correct at time of printing)
- Some concessions may be available. Please arrange a meeting if you would like to discuss this.
- If a session has not been paid for, in advance, the child will not be able to attend and a member of staff will contact you to discuss this.
- If a parent is experiencing difficulty with payment of their fees, they should contact a member of the leadership team as soon as possible.
- In the unlikely event that there is debt against an account, the place will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with a member of the leadership team, and subject to availability.

Absence

- If your child has been booked into Breakfast or After School Club in advance and they are absent from school the fees are still payable.
- There will be no charge if the child misses a session due to an Ark Blacklands educational or residential trip.

Venue

- Breakfast and After School Club is usually based in the Upper Hall. Different activities are carried out in other locations within the school premises, such as the playground and field.
- If After School Club is being based in a different location, such as during parent evenings, signs will be displayed informing parents of where to collect their children.

Register and Collecting

- A register of children who attend Breakfast and After School Club is taken at the start of each session. This register is filed in the Breakfast and After-School Club folder which is kept in the school office.
- Parents should deliver their children to the Breakfast Club in the Upper hall, entering through the main entrance.
- Parents should collect their children from the upper hall, entering through the double doors through the Reception Outdoor Area.
- If children are in a different location (e.g. playground) signs will be displayed informing parents of where to collect their children.
- Parents are required to sign the register when collecting their child from After School Club.
- If a parent is unable to collect their child as arranged, they must call the number at the bottom of this policy immediately.
- If someone else will be collecting a child, the After School Club or office staff must be informed by telephone.
- Each family must agree a password with After School Club, to be used by other adults collecting their child.

Late collection

- If a child has not been collected by the end of the After School Club session, 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 30 minutes or by 6pm, the police and Social Care will be informed.**
- If a child is picked up late from the first session of After School Club, charges will be made for the additional session attended, £3*.
- A charge of £5 will be made for every 15 minutes beyond the end of After School Club, which finishes at 5.30pm. This will commence from the third time the child is collected late.
- We follow the Ark Safeguarding Children Policy and Procedure for Primary Age Children not collected from school at the end of the school day which could result in Children's Services involvement.

Snacks

- There will be time for children to eat a healthy breakfast or snack which will be provided during their session.
- Fresh drinking water is available to the children at all times. No fizzy drinks or glass bottles should be sent in.

Activities/ Provision

- A range of activities are planned each session for the children in Breakfast and After School Club. These may include role-play, creative, reading, cooking, learning & discovery, outdoor activities, movies as well as an opportunity to complete homework.
- The age of the children are considered when planning activities to ensure they are appropriate.

Behaviour

- Children and staff are expected to follow the Ark Behaviour Policy whilst attending the Breakfast and After School Club. This can be found on the school website or a copy can be obtained from the school office.
- The school's behaviour policy and procedures will be followed including the logging of red card incidents on ScholarPack.
- Should children's behaviour fall short of our high expectations of them, staff may issue a written warning to parents regarding their child's conduct.
- We ask for parents to support Breakfast and After School Club staff should there be incidents of poor conduct.
- Copies of warning letters can be found in Appendix 1.
- Only in extreme cases will a child be excluded for a fixed term or permanently. This will be after a third written warning is issued.

Health & Safety

- Staff must follow the Ark Blacklands Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- The procedures to follow in the event of a fire or evacuation are detailed in the Policy and Fire Orders.
- All staff must make themselves familiar with the above documents.
- In case of emergency (such as medical or missing child) a member of the Senior Leadership Team will be informed immediately, and procedures followed.

First Aid

- There must be a qualified first aider on site during sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded in the accident book. The accident will be reported to the parent/carer when collecting their child.
- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff must be made aware of the children who have Individual Health Care Plans and what they contain.

Administering Medicines

- If a child attending Breakfast or After School Club requires prescription medication of any kind, their parent or carer must in advance complete a Permission to administer medicine form.
- Staff at the Club will not administer any medication without such prior written consent.
- Ideally children should take their medication before arriving at the Club. If this is not possible, children will be encouraged to take personal responsibility for their medication, if appropriate.

- If children carry their own medication (eg asthma inhalers), the Club staff will offer to keep the medication safe until it is required. Inhalers must be labelled with the child's name.
- Breakfast and After School Club can only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. All medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.
- A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated person will record receipt of the medication on a Medication Log. They will check that the medication is properly labelled and will ensure that it is stored securely during the session.
- Before any medication is given, the designated person will:
 - Check that the Club has received written consent
 - Ask another member of staff to witness that the correct dosage is given.
- When the medication has been administered, the designated person must:
 - Record all relevant details on the Record of Medication Given form
 - Ask the child's parent or carer to sign the form to acknowledge that the medication has been given.
- When the medication is returned to the child's parent or carer, the designated person will record this on the Medication Log.
- If a child refuses to take their medication, staff will not force them to do so. The Out of School Club Leader and the child's parent or carer will be notified, and the incident recorded on the Record of Medication Given.
- Certain medications require specialist training before use, eg Epi-Pens. If a child requires such medication the school will arrange appropriate training for staff as soon as possible.
- Where specialist training is required, only appropriately trained staff may administer the medication.
- A child's parent or carer must complete a new Permission to Administer Medication form if there are any changes to a child's medication (including change of dosage or frequency).
- If a child suffers from a long term medical condition the Club will ask the child's parents to provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment are so that the Club has a clear statement of the child's medical requirements.

Staffing

- All staff will adhere to the Ark Blacklands Staff Code of Conduct and all school policies.
- The maximum number of children will not exceed a ratio of 1 adult to 10 children 1:10, unless agreed by a Senior Leadership Team member, due to exceptional circumstances.
- All Breakfast and After School club staff are DBS checked and must attend Child Protection induction and/or training. All staff must be familiar with the Ark Blacklands Child Protection and Safeguarding Policy and related documents and be clear about how to deal with safeguarding concerns.
- Staffing arrangements are considered to meet the needs of children who have special needs.
- In the event of the Club Leader being absent, an experienced member of staff will lead the club and a senior member of staff will remain present on the school site.

Enquiries regarding bookings and payments: 01424 429279 (School Office)

Enquiries/Contact during the session: 07342 905066 (After School Club Leader)



Ark Blacklands Primary Academy

First Warning of Inappropriate Behaviour

Date:

Dear

In accordance with our behaviour policy we regret to inform you that today

.....behaved inappropriately by:

Our club policy states that on the first occasion of a child/children behaving inappropriately the First Warning letter is sent home, to gain support from parents or carers to help the child to moderate his/her behaviour to an acceptable level.

Please contact us so that we can discuss the matter with you.

If the inappropriate behaviour continues a second warning letter will be sent and a temporary exclusion from club will follow if a third written warning has to be given.

Once a temporary exclusion has been given, the child may not return to the club between the dates shown and the Senior Leadership Team will be asked to consider permanent exclusion from the club on the grounds of health and safety, for the sake of the child, other children and staff.

If children behave inappropriately by refusing to co-operate with staff or are violent or abusive to other children or adults, Ark Blacklands After School Club may with draw their place.

Yours sincerely

Emma Edwards
After School Club Coordinator



Ark Blacklands Primary Academy
Osborne Close
Hastings
East Sussex TN34 2HU
T 01424 429 279
info@arkblacklandsprimary.org
arkblacklandsprimary.org



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Second Warning of Inappropriate Behaviour

Date:

Dear

In accordance with our behaviour policy we regret to inform you that today

.....behaved inappropriately by:

Our club policy states that on the second occasion of a child/children behaving inappropriately a warning letter is sent home, to gain support from parents or carers to help the child to moderate his/her behaviour to an acceptable level.

Please contact us so that we can discuss the matter with you.

If the inappropriate behaviour continues a third warning letter will be sent with a temporary exclusion from club.

Once a temporary exclusion had been given the child may not return to the club between the dates shown and the Senior Leadership Team will be asked to consider permanent exclusion from the club on the grounds of health and safety, for the sake of the child, other children and staff.

If children behave inappropriately by refusing to co-operate with staff or are violent or abusive to other children or adults, Ark Blacklands After School Club are not able to offer them a place.

Yours sincerely

Emma Edwards
After School Club Coordinator

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Third Warning and Exclusion due to Inappropriate Behaviour

Date:

Dear

In accordance with our behaviour policy we regret to inform you that today

.....behaved inappropriately by:

This is the third occasion of inappropriate behaviour, the third warning letter and notice of exclusion. We want to gain support from parents or carers to help the child to moderate his/her behaviour to an acceptable level, but the behaviour remains inappropriate and your child may permanently lose their place at After School Club.

Please contact the academy office if you wish to discuss this matter with a member of the Senior Leadership Team.

The temporary exclusion is betweenand and as such your child may not return to the club between these dates.

The Senior Leadership Team will be asked to consider permanent exclusion from the club on the grounds of health and safety, for the sake of the child, other children and staff. You will be notified of their decision in due course.

If children behave inappropriately by refusing to co-operate with staff or are violent or abusive to other children or adults, Ark Blacklands After School Club may withdraw their place. There may well be a more appropriate setting for your child to gain the support that he/she requires.

Yours sincerely

Emma Edwards
After School Club Coordinator



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Breakfast & After School Club Enrolment Form

Child's Name.....

Password.....

Parent's Name.....

First Contact Name.....

First Contact Number.....

Second Contact Name.....

Second Contact Number.....