

Goresbrook School

Provision Policy for Breakfast and After School Clubs

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Date policy began	September 2025	Review period	2 years
Date of next review	August 2027	Owner	Business Manager
Type of policy	Non - Statutory	Approval	Principal

1. Policy statement

Breakfast and After School Club provisions promotes further development of a child's education via the activities that are available such as; encouraging reading, numerical activities, promoting team work and independent learning. Staff who are managing these club must ensure that they follow the set procedures in this policy to offer the best learning experience outside of school hours.

2. Policy Aims

By encouraging extra-curricular activities, we intent to:

- Enable children to experience different physical and academic activities.
- Provide opportunities for fun and enjoyment through a range of activities.
- Extended learning through activity areas
- Encouraging children to work together cooperatively and across age groups.

3. Admissions

- Only children attending Goresbrook School are eligible to attend breakfast and after school clubs.
- All places are subject to availability (30 Places max per club)
- Children's attendance is recorded in a register.
- Parents/Carers must confirmation 48hrs in advance by booking on Arbor to let us know what days they require their child to be in breakfast club and what club they are signing their child up for.

Club	Session Times	Cost Per Session
Breakfast Club	07:30 – 08:30	£5.00
After School Club	15:20 – 18:00	£13.00

When signing up for breakfast or after school club on Arbor, Parents are giving their permission for the child to attend. Parents / Carers can book in half-termly blocks for breakfast club or daily on an ad-hoc basis however, ad-hoc bookings will need to be made on the live Arbor system or by contacting the primary school office in an emergency. Parents of those children with SEN needs will need to contact the primary school office before making a booking this is to ensure that all special requirements are accounted for and that sufficient support is available for the session booked. Parents will be contacted by the school office if there is a problem or a need to discuss the booking.

Parents/Carers can remove their child from this provision, by contacting the school office.

Goresbrook School will hold confidential information on each child regarding, emergency contacts, medical conditions and medicine that the child may need whilst in our care. The adults that are running each provision must check whether any medication is required for that session and that it easy accessible in an

emergency. If a child is feeling unwell, then a phone call to their Parent/Carer will be made, and if necessary, the child will need to be collected as soon as possible.

4. Arrival and Departure

Breakfast Club - Arrival

- Breakfast club starts at 07:30am. Parents/Carers are able to bring their child in between 07:30am and 8:00am. After 8:00am the school cannot guarantee entry of the child.
- Children are to be brought into school via the main office entrance.
- Children will then walk round to the dining hall where breakfast club takes place. Children are expected to walk silently, sensibly and straight to the dining hall.

Breakfast Club - Departure

- Children are to follow instructions by the member of staff in club to line up in their year groups.
- Reception and Year 1 are to be taken round to class by a member of staff at 8:30 and Year 2 to 6 are to walk round to class on their own at 8:30am.

After School Clubs - Arrival

- Clubs start when the normal school day finishes.
- Children are escorted by a member of staff from their classrooms to the Dining Hall, where club staff members will meet their class.
- The club staff will take a register of all children in their class and liaise with the office staff or teachers if children are not accounted for.

After School Clubs - Departure

- Parents are to contact the Club team on _____ to inform of collection and they will be brought to the main office area for dismissal by a member of staff.
- Staff member responsible for their club must ensure that all pupils are collected by the designated parent/carers or that the school have been informed of any changes regarding collection.
- Staff members must follow the password procedure to ensure all children are dismissed safely.
- A copy of the register should be kept in the main office.

5. Daily Routine

Breakfast Club – Daily Routine

- 07305 – 8:00am – children arrive via the main office.
- 8:15am – last call for breakfast

- 8:20am – Children are told to tidy up
- 8:25am – Line up. Reception and year 1 escorted round to class. Year 2 to 6 can walk round to class by themselves.

Food and Activities available

- A range of activities are available to children in Breakfast club including
 - Jigsaw puzzles – ranging from different age ranges.
 - Colouring pages
 - Activity pages – children can practice their alphabet, counting and letters writing. Also word searches and dot-to-dot are available.
 - Games such as Guess who, Scrabble, Dominoes, Noughts and Crosses and Snakes and Ladders.
 - Books – a range for different ages.
 - Building Blocks
- Food available to the children in Breakfast club are:
 - Range of cereals including, Weetabix, Shreddies and Cheerio's.
 - Toasts / Crumpets / Waffles – with butter and Jam (optional)
 - Any allergies should be reported to the school and the school will try and accommodate, E.G gluten free – we will provide gluten free bread

After School Club – Daily Routine

- 3:20pm - children are escorted to dining hall to get ready for club.
- 5.45pm – Children will be taken to the dismissal point to be collected following the password procedure.

After School Club – Food Provision

A range of sandwiches / wraps / fruit will be provided as a tea-time snack for those children in the provision. This is not to replace an evening meal.

Uncollected Children

If a child has not been collected by 18:00 parents/carers will be contacted in the first instance by telephone. The additional contacts that parents/carers have provided the school with will be telephoned in the second instance. After 6pm, SLT will need to be informed. If the child has still not been collected within an thirty minutes and no contact with Parents/carers has been made since the initial phone call, this will be logged as a safeguarding issue and support sought from services external to the school. All children attending the extended after school club will have to be collected by 18:00.

Late Collection Fee

There will be a charge of £1.00 per minute for collections after 6pm that will be required to be paid. The office team will be in touch with you to arrange this should a late collection take place.

6. Provision Numbers

Suitable ratios of adults to children should be maintained by the school. A ratio of 30 children to two adults is the largest optimum group size in extended learning activities. Any parent/carer supporting the delivery of this club must have an up-to-date DBS check.

7. Behaviour

We expect our children to have good behaviour whilst attending breakfast club at Goresbrook School. If children do not behave well then certain sanctions will incur. The environment of clubs encourages good behaviour and any negative behaviour is handled consistently and appropriately.

Whilst attending breakfast club children are expected to:

- Use socially acceptable behaviour
- Respect one another, accepting differences of race, gender, ability, age and religion
- Choose and participate in a variety of activities.
- Ask for help if needed
- Enjoy their time at the club

Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Informing parents when an individual achieves excellent behaviour.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- Staff will follow Goresbrook School's behaviour policy
- If necessary, the child will temporarily have to sit out of an activity.
- Staff will explain why the behaviour displayed is deemed inappropriate
- Staff will consult with teachers/parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- Staff will raise any behaviour concerns with SLT / Business Manager.

If after consultation with the child's parents and the child continues to display inappropriate behaviour, the child may be removed from the provision. The reasons and the processes involved will be clearly explained to the child and their parent/carer.

8. First Aid

- A first aid box is provided for the provision.
- First aid incidents will be accessed by the member of staff leading the provision.
- Initial first aid will be provided by the lead staff member running the provision.
- Any child that has had a serious accident SLT will need to be contacted and to be seen by a first aid trained member of staff.
- All accidents need to be recorded on Arms and accurately reported to the parents/carers.
- Accident records must give details of; time, date, nature of the accident, type and location of the injury, action taken and by whom.
- First Aid incidents will be reported to the parent/carer at collection or contacted in an emergency situation.

Parents/Carers of any child who become unwell during club will be contacted immediately. If a child is sent home during school hours, club staff members will be informed of their absence.

9. Payment of Fees

Parent/carers will be informed of club fees when they sign up their child. Once allocation has been finalised this information will be updated on the schools MIS system and a payment schedule will be generated and communicated to parents to make payment. This communication will outline the deadline for payments to be made. All payments are to be paid in advance to secure their child's place in the provision, and payment is due for all club sessions for the half term period. If children are unable to attend some club sessions adjustments will be reviewed depending on circumstances. Non or late payment could lead to their child being removed from club and their space to be given to another child.

Parents/Carers will be able to make payment online using Arbor. If a parent/carer is experiencing difficulty with payment of their fees, they should contact the school as soon as possible. Staff members will treat all matters confidentially and arrange a payment plan to be put into place if required. If you have any issues with logging into Arbor, please contact the main office.

Procedures of payment of Breakfast and After-School Club fees:

- Clubs fees will be issued in accordance with the amount of club sessions for the term, with the fee of £4.50 for Breakfast Club and £10.00 for After School Club per each session.
- Club fees should be paid by in advance of the booking on Arbor or if parents are paying by childcare vouchers, this is to be communicated in advance with the school office so that the space is held.
- If Payment is to be made via Arbor or by childcare vouchers, we cannot accept cash or cheques.
- If payment is not received by the deadline this will result in the child losing their place.

10. Child Protection and Safeguarding

Goresbrook School recognises that safeguarding encompasses the duties of child protection and promoting the right and welfare of children. As such, it is everyone's responsibility to safeguard children. This applies to all members of our school community, this includes all staff, governors and volunteers working in the school. It also applies to contractors and visitors during any interactions they have with children.

It is the school's responsibility to ensure third party providers have a child protection policy or are prepared to adopt the school's policy. Wraparound staff should contact the Safeguarding Lead in the event of a disclosure. All activity leaders should have a current DBS check.

The school should make clear to external suppliers what is expected of them in terms of a safe working practice with children and record that they have done this.

11. Club expectations

All Staff members that are in breakfast club should ensure that every term there is a reminder about:

- The procedure in case of a fire
- Rules for moving around the school building
- Arrangements for going to the toilet
- Expectations of behaviour
- Dismissal Process (Passwords)
- Punctuality and Attendance
- School Expectations & pupil code of conduct

BREAKFAST / AFTER SCHOOK CLUB RISK ASSESSMENT

Hazards	Existing control measures	Residual risk rating
Parental contact information / consent	All parents to consent to the club via Arbor. Club Leaders have access to Arbor for	Low

	personal information / dietary & medical needs & emergency contacts	
Security	Children to be registered with club supervisor on arrival. Breakfast club supervisor to ensure children in KS1 are taken to their classes. External door to main building has security lock. Going home arrangements in place – password on collection / collection list Walkie talkies / mobile phone provided for ease of contact with additional member of staff.	Low
Premises	Hall used for club provision subject to normal health and safety inspections. Children not permitted access to the adjoined kitchen. Toilets located opposite the ICT suite.	Low
Supervision	Minimum ratio of 1:15 although statutory ratio of 1:30. If numbers exceed 15, second member of staff to support club in hall. If ratio is exceeded, additional member of staff will be appointed or numbers restricted in future to 15. All staff are school employees and are DBS cleared	Low
Health and safety	Staff trained on fire evacuation policy. Fire evacuation practices take place. Regular reminders of procedures issued to students	Low
First aid / administration of medicine	First aid kit located in hall cupboard / main office for topping up Club supervisor first aid trained. Medicine collected before the club and returned afterwards if required.	Low
Food safety	Club supervisor has food hygiene certificate. Food stored appropriately in kitchen and logged in book in kitchen. Food allergy details obtained from parents.	Low
Slipping on the floor	Ensure floor is cleared of any spillages immediately after eating	Low
Outdoor Play	Children to do activities outside in good weather conditions.	Low

	Club supervisor to supervise children outside First aid kit available Mobile phone / walkie talkie to hand to communicate with staff / parents	
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