



# Policy for Breakfast and After School Club



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## Introduction

Breakfast Club and After School Club aims to provide high quality childcare at a reasonable cost within a relaxed but stimulating environment of friendship and creativity. The individuality of each child in our care will be respected and nurtured.

## Aims and objectives

- Offer an inclusive service, accessible to all children.
- Provide a healthy breakfast/snack.
- Ensure each child feels happy, safe and secure.
- Encourage children to take responsibility for themselves and their actions.
- Encourage children to develop positive attitudes and respect for themselves and others, in an environment free from bullying and discrimination.
- Provide a wide range of resources and equipment which can be used under safe and supervised conditions.
- Review and evaluate our services to ensure that we continue to meet the needs of children in our care and those of their parents or carers.
- Keep parents and carers informed about changes in the administration of the club and to listen and respond to their views and concerns.
- Communicate effectively with parents and carers, and to discuss experiences, progress and any difficulties that may arise.
- Employ experienced, well trained staff and offer them appropriate support.

## Organisation

### Breakfast Club

Academy	Opening times	Age ranges	Cost per day
Blenheim Park	Term time, 8-8.45am	Reception – Y6	£3.50
Greenpark	Term time, 8-8.40	Reception – Y6	Free – the Academy receives funding for this club
Reffley	Term time, 7.30-8.30am	Nursery – Y6	£2.50

### After school club

Academy	Opening times	Age ranges	Cost per day
Greenpark	Term time, 3-4pm	Reception – Y6	£4.75 – September 2024 – March 2025 £5.00 from April 2025

## **Use of Registers**

Children will be registered as they are admitted into the club by a member of staff. The register will be kept in the club room during the session, and stored in the academy office outside of club hours.

## **Staffing**

- There will be at least one member of staff at each session. At least one member of staff will hold a food hygiene certificate.
- Other staff are available - caretakers and senior leaders are on site from 7.00-5.00pm.
- Parents are asked not to drop their children off earlier than the start of the club.
- All staff members are DBS checked.

## **Addressing barriers to achievement**

Alongside providing childcare for working families, the breakfast and after school clubs gives pupils opportunities to: -

- Interact with staff, and have time to settle either in the morning before going into their lessons, or at the end of the day before coming home,
- Improve attendance by being on time for morning registration,
- Eat with their peers and enjoy a relaxed social time before or after school.

## **Behaviour**

The academy Behaviour and Inclusion policy applies.

## **Admissions and Fees Policy**

- Pre-booking is not required.
- Parents can use the clubs flexibly and register their child on arrival in the morning.
- Payment is made via the STRIPE payment App for a full week or daily for ad hoc attendance.
- A daily register and any cash received on the day is submitted to the admin office for banking.

## **Cancellation by Breakfast Club and After School Club:**

In the event of closure (i.e. in the event of the academy closing due to adverse weather conditions or problems with the building, e.g. no heating or water supplies):

- A member of academy will either send a text message, or will endeavour to contact individuals by telephone before 7:15am (Breakfast Club) and before 12 noon (After School Club).
- During adverse weather conditions, the closure will be reported on the Norfolk Schools website.
- A 'credit' or refund will be made in respect of any pre-paid days.