

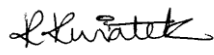


## **Breakfast and After School Care Policy**

**Love ~ Courage ~ Respect**

*We are called to be responsible stewards of God's creation: God said to human beings, 'fill earth with people and look after it. Care for all that I have made' (Paraphrase)*

*Genesis 1:27*

Approved by	FGB
Approved on	7 <sup>th</sup> May 2025
Review date	June 2026
Headteacher	

## **Introduction**

Lockerley Primary School Breakfast Club was set up in October 2010. The Monarch After School Club was established in March 2014.

## **Aims and Objectives**

To support families by providing children aged 4 -11 years with high quality wrap-around childcare on the school site, including: a healthy breakfast in a safe, welcoming environment from 07.45 to 08.45; a tea served from 16.15 to 18.00, during school term-time.

- To provide a reliable, affordable service for working parents
- To employ caring, capable staff
- To encourage children to make decisions about healthy food and drink and to provide an atmosphere where they can develop their social skills
- The club does not aim to provide the same range of activities as private pre-school provision

## **Staff**

The leader of 'The Monarch Club' is a qualified teacher, has an enhanced DBS disclosure and a Paediatric First Aid qualification. The ratio for care is 1:20, if this is increased additional staff will be employed.

## **Policies**

The Club is subject to the School's policies and procedures. Copies of all our policies are available on the school website [www.lockerleyprimary.co.uk](http://www.lockerleyprimary.co.uk) or from the school office on request. **Full Terms and Conditions are also available on request.**

## **Behaviour**

Children attending the Club are expected to behave according to the expectations set out in the School Behaviour Policy. Incidences of behaviour at the Club will be reported to the head teacher who will take appropriate action.

## **Risk Assessment**

A risk assessment is carried out annually by the Club Co-ordinator (Head Teacher) or in the event of any change that would require the risk assessment to be reviewed.

## **Place Availability**

Parents wishing to book their child into the Breakfast Club should enquire at the school office. Should numbers exceed 20, additional staffing has to be arranged so advance notice is needed to ensure a member of staff is available. Places are strictly limited, and if the club is over subscribed, a waiting list will be held. In an emergency, if space is available, we will accept children (and fee) on the day required. The Club's dedicated phone number (**01794 340485**), manned during the following hours: 09.00 – 15.15 Monday to Friday, school days only, can be used to determine space availability.

## **Payment**

Breakfast Club will be £4.95 per session 07.45 to 08.45 payable in advance.

The fees for After School Club will be split into 2 sessions.

3:15 – 4:15 with no snack provided will be £4:00.

3:15 – 6:00 with tea provided will be £13.95 per session payable in advance.

This fee is subject to an annual review.

## **Communication with Parents/Carers**

Verbal communication with parents/carers bringing children to the Club may be made direct to the Club Leader at point of drop off.

## **Daily Routine**

### **Breakfast:**

Children should arrive from 07.45 & no responsibility will be taken for pupils before 07.45. Entrance to the Breakfast Club is through the 'Monarch Room' entrance. The Breakfast Club leader will collect the register from the school office. The Breakfast Club leader will take a register. Breakfast will be served in the 'Monarch Room'. The children will be served a healthy breakfast. Children will have supervised activities in the Monarch room. At the beginning of the school day children will be taken to their class. The Breakfast Club leader will return the register to the school office at the end of each session.

### **After School:**

Children should walk sensibly with all their belongings to the 'Monarch Room'. The Club leader will collect the register from the school office. The Club leader will take a register. Sporting activities available for the first hour. Tea will be served in the 'Monarch Room' after 4:15. Children will have supervised activities in the Monarch Room/school hall or school grounds. Collection should be from the 'Monarch Room'. The Club leader will return the register to the school office at the end of each session.

### **Breakfast:**

Children will be served a selection of cereals, toast, croissants, milk and squash. A range of spreads are also on offer. The Breakfast Club coordinator arranges the purchase of additional food items as necessary.

### **After School:**

Children will be served a hot tea, for example beans or spaghetti on toast, tomato pasta, hot dogs and pizza. Fresh fruit, biscuits, squash and milk will also be offered. There are sometimes, depending on activities, additional foods linked to seasons, festivals or celebrations. The Club coordinator arranges the purchase of additional food items as necessary.

## **Allergies/Intolerances**

Parents/Carers are asked to advise the Club leader of any allergies and intolerances. A list of children with food allergies will be maintained and adhered to.

## **Medical Conditions**

All medication is kept in the school office. If a child requires medication while attending The Club they will be accompanied to the school office by a member of staff.

## **Equality**

Lockerley Primary School is committed to being an inclusive school. Ensuring that all our pupils are able to access our after-school/breakfast clubs is one of our equality objectives. This means that we are taking positive action to eliminate any barriers which may prevent children with SEN/disabilities attending our clubs. We are also working hard to guarantee that our school clubs are open and accessible to all our pupils regardless of their race or gender. If your child would like to attend and has additional needs, or you have any concerns, please speak to us about how we may support them.

## **Emergency Procedures**

In case of an emergency where children have to be evacuated from the building, the Club leader will take the register outside and inform the Head Teacher when pupils are checked and present.

In the case of a medical emergency, the child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the school office. It is the responsibility of the parents to ensure that the office is informed of contact changes.

If First Aid is administered a record will be kept of this in the medical book and parents will be contacted if necessary.

- If The Club was unable to open due to a school closure, low staff ratio or other unforeseen circumstances, the school retains the right not to operate the Club on that morning/afternoon with no prior notice.

### **Complaints**

We hope that you find every aspect of 'The Monarch' Club satisfactory. If you have any reason to complain, please write to the Head Teacher, or make an appointment through the school office.