



Breakfast & After School Club Policy 2024-2025



Chair of Governors <i>Signature: J. Wright</i>	Date: 10th July 2024
Chair of Governors <i>Signature: J. Wright</i>	Date: 18th January 2023
Chair of Governors <i>Signature: J. Wright</i>	Date: 19th January 2022

Aims

To provide children with a friendly, safe and secure environment where they can enjoy before and after school care, providing a range of activities under the direct supervision of qualified and caring staff from 07.45 - 9.00am; and 3.30 - 6.00pm (5.30pm on Fridays) daily during term time.

Objectives

- To provide a healthy and nutritious breakfast/snack after school.
- To provide a safe, secure and positive environment for all pupils.
- To employ caring and qualified staff.
- To provide a range of activities for children to enjoy.
- To provide a calm and supportive environment for all.
- To provide an affordable service to parents and children.

Booking Arrangements

- The breakfast and after school club will be open daily during term time only and will not run on INSET days or during school holidays.
- Parents and carers must book sessions in advance via the ParentPay system. Sessions can be booked online right up to the same day. The deadline for breakfast club bookings is 7.00am the same day; and the deadline for after school club bookings is 1.00pm the same day. For any emergency bookings after these deadlines, please contact the school office to arrange.
- The charge will be £4.00 per session for breakfast club, and £8.00 per session for after school club; regardless of arrival/departure time.
- Payment must be made via ParentPay at the time of booking. Parents will not be permitted to book sessions without making payment.
- Parents are also able to cancel booked sessions via the ParentPay system, up until the same deadlines detailed above. Cancelled sessions before the deadline will be refunded back to the ParentPay account.
- If children do not attend booked sessions, parents may still be charged. However, if your child is absent due to illness and parents have not been able to cancel the session, school will arrange for the payment to be refunded.
- School will give a minimum of one month's notice of any change of fees.

Staffing and Organisation

There will be three members of staff on duty at both breakfast club and after school club.

Before and after school club is open to any child attending Longmoor from Foundation Stage 2 to Year 6. The maximum number of children is 50 children per session. On arrival children will be greeted by a member of staff who will register the children. Children must be supervised by parents until breakfast club is open and staff meet the children; and all FS2 and KS1 children need to be brought to the entrance of the school hall by a parent/carer.

Breakfast

Children can choose daily from a range of cereal, fruit, yogurts and juice. Toast will also be available. Special breakfasts are also served on occasions; such as sausages, bacon, various pastries, pancakes etc.

All children will be expected to eat their meal whilst sitting at a table and will be reminded to show good table manners and behaviour at all times. Once children have finished eating they will be able to join in with the activities planned and prepared by staff. Breakfast will stop being served at 8.30am to allow for cleaning and tidying.

After School

Children can choose from a range of small snacks, such as sandwiches, toasties, beans on toast; along with fruit, yogurts and juice.

Staff will plan a selection of activities for the children to participate in including homework support, craft, games (inside and outside), iPad time and themed events.

Behaviour

All children will be expected to follow all school rules during both before and after school clubs. Children should be respectful, show good manners and co-operate with any staff instructions.

Any child who cannot follow these behaviour rules will have three opportunities to improve their behaviour. If they still cannot improve behaviour school will place the child on report once parents have been informed. School reserves the right to withdraw the place at the club should behaviour not improve or meet the expectations of staff.

Communication with Parents

This will be verbal between staff and parents when dropping children off at the club. If an incident or accident has occurred at the club parents will be informed via a phone call, DOJO message, or by letter/email.

Other Useful Policy Links

Parents may find it useful to also read the following policies:

- Behaviour Policy
- Administration of Medicines
- Health and Safety

Link to the Booking Form

Please click the following link to register your child for before and/or after school club.

<https://forms.office.com/Pages/ResponsePage.aspx?id=MLwc5AKIZkCUCSKQ8kcpNxBI7TMA5pVDnLMCTyzeU3VUQVQ4UzBXRkIBVUI4QkxFV1ExQIQwRURKRC4u>