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**Breakfast Club & After School Club Policy**

**Effective from 1st September 2024**

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

The Breakfast and After School Clubs are based in the Dining Hall and provide wrap-around care for pupils in Reception to Year 6 at West Blatchington Primary & Nursery School. The Breakfast Club is also open to pupils in Nursery (providing they are toilet trained).

**Aims**

The clubs aim to:

* Support families by providing high quality before and after school provision, from 07:45 until the start of the school day and from the end of the school day until 18:00.
* Provide planned and engaging play based activities.
* Provide children with a healthy breakfast each morning and a snack at the end of the school day in a safe and welcoming environment.

**Breakfast Club**

Children are supervised by school staff and are provided with a healthy breakfast. After children have eaten breakfast there are activities for them to participate in, including colouring, games and light physical activities.

The club opens at 07:45 and breakfast is served until 08:15.

Parents must drop their child personally to the Breakfast Club Supervisors, by using the external dining hall entrance.

When breakfast club finishes, children in Key Stage 2 (Years 3-6) will be allowed to make their way to their classrooms whilst children in Early Years (Nursery & Reception) and Key Stage 1 (Years 1-2) will be taken to their classrooms by the Breakfast Club Supervisors.

**After School Club**

The club opens when school finishes and operates until 18:00.

After School Club staff will collect Reception & KS1 children from their classrooms, whilst KS2 children are walk to a designated meeting point in the school, before being taken to the dining hall.

Children will be provided with a healthy snack and there will be arts and crafts, organised activities, games, and outdoor play in the playground (weather permitting).

Parents and carers will be able to collect children from the external dining hall door.

The After School Supervisors will only dismiss children to those people who are authorised on the Arbor app as being able to collect.

**Fees**

You can pay for sessions online using the Arbor app or with childcare vouchers.

Please find below a link for information on the government childcare funding (nursery and breakfast and after school club).

<https://www.childcarechoices.gov.uk/>

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| [https://www.childcarechoices.gov.uk/themes/custom/bbd_classy/images/Childcare%20Choices%20-%20logo.png](https://www.childcarechoices.gov.uk/) | [Childcare choices](https://www.childcarechoices.gov.uk/)  Information targeted at Parents  www.childcarechoices.gov.uk |

**Breakfast Club**

* Cost for pupils in Nursery to Year 6: £3.25 per pupil per session

**After School Club**

* Cost for pupils in Reception to Year 6: £12.00 per pupil per session.
* There will be half sessions available for Reception – Year 6 pupils at a cost of £7.00. These sessions run from 15:00-16:30 and 16:30-18:00 to provide flexibility for children who attend an after school activity club.

**Booking a place at Breakfast and/or After School Club**

To enrol your child into the Breakfast and After School Clubs you must use the Arbor App. For on the day bookings please call the school office.

Children who turn up on the morning without registering or booking and paying will not be admitted. This is because we have to adhere to strict staff to child ratios and the number of staff working will be based on the bookings we have for that day.

Sessions are allocated on a first come, first served basis and priority is given to those children who have regular bookings, along with their siblings. Sessions must be booked and paid for in advance on the Arbor app. Please note that bookings cannot be accepted if you have a debt on your account. Bookings can be made for the whole school year in advance to secure regular places.

Please ensure you book and pay for your spaces well in advance to avoid disappointment.

**Changing or cancelling a session**

If you wish to change or cancel a session that you have booked please email [admin@wblatch.brighton-hove.sch.uk](mailto:admin@wblatch.brighton-hove.sch.uk) or call the school office. A credit will be given, providing you give at least 24 hours notice of cancellation. If for some reason your child does not attend a session that you have booked e.g. for illness or a change of plans, refunds will not be given, unless there is an exceptional circumstance and this will be at the discretion of the Business Manager.

**Collecting children late**

If children are collected late, parents will be charged £5.00 for every 15 minutes that they are late. For example, if a child was booked in until 18:00 and the parent collected at 18:10 they would be charged an additional £5.00, or if the child was booked in until 16:30 and the parent collected at 16:55 they would be charged an additional £10.00.

**Collection Arrangements**

Children can only be collected by their parents/carers or by a named/authorised person on the Arbor app. If Parents/Carers require an adult to collect who is not named on Arbor, they must inform the school in advance.

In the event that a child is collected by someone who is unauthorised, the parent/carer will be contacted to check whether the person can collect the child. If the school is unable to contact the parent/carer, then the child will not be permitted to leave the building with the unauthorised person. This is to safeguard the children.

Children will not be allowed to walk home unaccompanied unless written permission has been provided to the school in advance by the Parent/Carer.

Children must be collected from the dining hall external door by 18:00. If a child is not collected at 18:00 the school will attempt to contact the parents/carers and any other emergency contacts repeatedly. At 18:30 if the child has still not been collected, the headteacher will be informed and will make a decision as to whether it is necessary to contact social services and/or the police.

Parents/Carers who are late collecting children, will be charged an additional £5.00 per 15 minutes, in order to cover additional staffing costs. Parents/Carers who are regularly late collecting children, may lose their child’s place at the After School Club.

**Healthy Eating**

West Blatchington Primary & Nursery School is a healthy eating school.

Breakfast choices will include cereals (low sugar, and no chocolate/flavoured coatings e.g. rice crispies, wheat biscuits & malt wheats), wholemeal toast, bagels, fruit juice and water.

Healthy snacks during After School Club will vary throughout the week

**Behaviour**

The Breakfast and After School Clubs will operate the Behaviour Policy that is used within the school, along with the token reward system.

**Parent & Carer Responsibilities**

Parents & Carers are responsible for:

* Making sure that the Breakfast and After School Club is updated with changes to emergency contact details and medical/dietary information on the Arbor app.
* Helping to maintain good discipline and uphold the school’s Behaviour Policy.
* Informing the Breakfast and After School Club of any changes in circumstances that may affect behaviour.
* Respecting boundaries and confidentiality by not discussing any issues or concerns in front of children. A suitable time to talk can be arranged with club staff or phoned through to the club staff/school office.
* If your child has eaten breakfast already please inform the Breakfast Club supervisors.
* Parents and Carers are kindly asked to inform the school office of:
* Sickness absences – by calling the school on 01273 770777 or reporting the absence via the Studybugs app.
* Planned absences.
* Details of any extended schools clubs that children may participate in on days that they are booked into After School Club.
* Changes to collection arrangements.

**Contacting the Breakfast and After School Club staff**

The Breakfast and After School Club staff can be contacted directly in the dining hall on 01273 770777 extension 1109 between 07:45-08:30 and 15:20-18:00. Please do not call the dining hall outside of these times as you may disturb lessons or assemblies.

The school office is open from 08:00-15:30 and can be contacted on 01273 770777.