



Breakfast Club & After School Club Policy

Effective from 18th December 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 Nursery to Year 6 at West Blatchington Primary and Nursery School.

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 door leading to the Dining Room. A supervisor will be waiting to welcome your child in.

When breakfast club finishes, children in Key Stage 2 (Years 3-6) will be escorted to the Junior Library where they will wait to join their peers when the doors open at 8.40am. Children in Nursery, Reception and Key Stage 1 (Years 1-2) will be taken to their classrooms by a Breakfast Club Supervisor.

After School Club

The club opens when school finishes (i.e. at 15:05 for children in Reception and Jays/Falcons; and 15:10 for children in Years 2-6 and operates until 18:00.

After School Club staff will collect Reception & KS1 children from their classrooms, whilst KS2 children are able to walk to the Dining Hall where they will be greeted by an After School Club Supervisor.

The register will be taken by 3.20pm and any absences will be reported directly to front office.

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

Parents and carers will be able to collect children from Dining Hall only (unless other arrangements have been put in place e.g school disco)

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

Fees

You can pay for sessions using Arbor Pay or childcare vouchers.

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 for a full session
- There will be half sessions available for Reception – Year 6 pupils at a cost of £7.00. These sessions run from 15:05-16:30 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 book a place on Arbor a minimum of 24 hours before the session starts. Children cannot attend the clubs without doing this as it provides the club staff with vital medical/dietary information and emergency contact details.

Children who turn up on the morning without 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. Please note that bookings cannot be accepted if you have a debt on your account. Bookings can be made up to one term in advance to secure regular places, although ad-hoc bookings can be taken up until 12:00 on the school day before, providing there are spaces available.

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

Waiting Lists

In the event that a booking cannot be made due to lack of availability, a member of staff will contact you and if the booking request was for a regular place (i.e. not an ad-hoc session), children will be placed on a waiting list. As and when places become available, these will be offered in accordance with the child's position on the waiting list.

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. A credit will be given providing you give at least two weeks' 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/Headteacher

Should you need to change or cancel a session within two weeks of the booked date, please contact the office because if there is a child on the waiting list who requires the place, we may be able to arrange a credit.

Unforeseen changes to club sessions

The school reserves the right to cancel or amend the timings of sessions due to exceptional circumstances such as adverse weather, staff shortages or industrial action. In this event, the school would provide as much notice as possible and a full refund will be provided.

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 16.30 and the parent collected at 16:40 they would be charged an additional £5.00, or if the child was booked in until 18:00 and the parent collected at 18:25 they would be charged an additional £10.00.

Non-attendance

If a child does not attend for another reason e.g. illness, refunds will not be given. Refunds will only be given in an exceptional circumstance, at the discretion of the Headteacher. If you wish to apply for a refund due to an exceptional circumstance, please put this in writing and submit it to the Business Manager.

Collection Arrangements

Children can only be collected by their parents/carers or by an adult who the parent/carer has authorised to collect, and whose name has been provided to the school office and record on Arbor (the school management information system). 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 person who is unauthorised to collect, arrives at school and asks to collect a child, 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. In the event of this situation occurring, the After School Club Supervisor will also contact the Welfare Manager for additional safeguarding advice.

Children must be dropped off and collected at the external Dining Room door by their parent/carer – it is not acceptable for children to walk to/from a vehicle on their own. Children will not be allowed to walk home unaccompanied from After School Club.

Children must be collected from the club at the end of the booked session. If a child is not collected, the school will attempt to contact the parents/carers and any other emergency contacts repeatedly. After 15 minutes, if the child has still not been collected, the headteacher and Welfare Manager will be informed and will make a decision as to whether it is necessary to contact Front Door For Families (01273 335 905 or 01273 335 906 out of hours service) 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.

A password system will be in place for all adults who do not routinely pick up from After School Club. The password will need to be stated to the After School Club Supervisor before the child is able to be released into their care. If there are any queries, the parent/carer will be contacted as an additional safeguarding measure

Healthy Eating

West Blatchington Primary and Nursery School is a healthy eating school and has a 'no nuts' policy.

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 and record incidents using our CPOMS reporting system

Parent & Carer Responsibilities

Parents & Carers are responsible for:

- Making sure that the school is updated with changes to emergency contact details and medical/dietary information.
- Helping to maintain good discipline and uphold the school's Behaviour Policy and the Schools Code of Conduct
- 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 supervisor.
- Parents and Carers are kindly asked to inform the school office of:
 - Sickness absences – by calling the school on 01273 770777 or via the Arbor App
 - Planned absences – using the Absence Request Form
 - 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 on 01273 770777 extension 1109 between 07:45-08:30 and 15:20-18:00. Please do not call the outside of these times as you may disturb lessons or activities.

The school office is open from 08:00-16:00 (until 15:30 on Fridays) and can be contacted on 01273 770777.