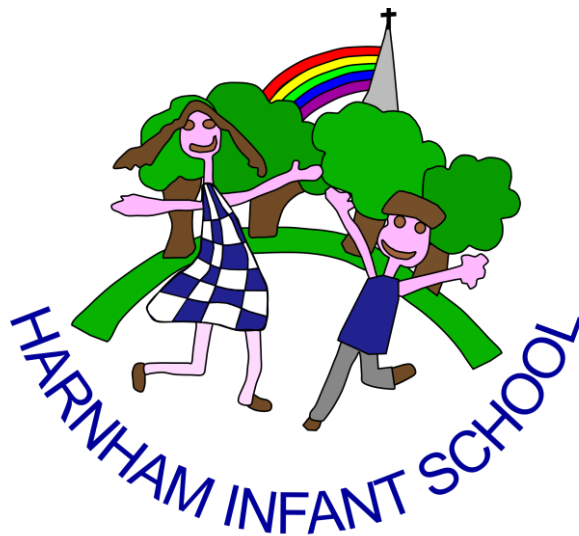


# Harnham Infant School

## Breakfast and After School Club Policy



**Reviewed by Finance Committee:** Awaiting adoption from Finance Committee

**Signed on behalf of Governors:** 4<sup>th</sup> October 2024

**Signed on behalf of Staff:** 

**Review date:** October 2027

## **Introduction**

Harnham Infant School provides a before and after school club to provide high quality out-of-school hours childcare for our parents. Our school is committed to the safeguarding and promotion of the welfare of our children and expects all staff to share this commitment. The club will provide a range of indoor and outdoor activities designed to be fun and cater for a wide range of interests.

## **Aims**

The Breakfast Club & After School Club aims to:

- Support working parents by providing before and after school childcare from 7:45am until the start of school and after school club until 6.00pm
- Enable children to sample and enjoy a range of activities helping build confidence, well-being and creativity.
- Offer the children a healthy, well-balanced, varied breakfast each morning in a safe and friendly environment.

## **Admissions**

- Only children attending Harnham Infant or Harnham Junior School are eligible to attend.
- All places subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents received a copy of this policy and this policy is available to view via our school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

## **Admission Criteria**

The Wraparound Care Manager (WCM) will consider applications from parents with children attending Harnham Infant School and Harnham (CofE) Junior School in accordance with the following criteria:

1. All children of single working parents and carers requiring full time care on a regular basis for three or more days a week.
2. Children of members of staff.
3. All children of working parents and carers requiring full time care on a regular basis for three or more days a week.
4. All children whose parents require care arrangements regularly on one or two days each week.

Admission is conditional on the following undertakings by the parent/guardian:

- The behaviour of the child is acceptable for the safe and efficient running of the Club. School policies, including Behaviour, apply in the same way as they do during

the main school day. We reserve the right to refuse a child who fails to meet these standards.

- In the case of known absence please telephone the school office the day prior to confirm non-attendance.
- All bookings are pre-booked using the School Gateway system. Bookings are limited and are on a first come first served basis.
- Extra bookings can be made up to 2 nights before the date required.
- Fees are paid promptly by the deadline set by the WCM. Further dates will not be released until all payments are settled.

### **Initial Admission process**

The WCM is responsible for the admissions to the Breakfast Club and After School Club. Parents do not have a statutory right to appeal to an independent panel in relation to Club admissions so it is essential that all admission decisions can be justified by reference to the criteria outlined in this policy. Places are allocated when receipt of pupil data form has been received. The club booking system is then released on the School Gateway software and parents can then book.

Parents can book in advance, but all payments need to be received by the deadline set by the WCM.

The school will hold a waiting list of applicants that have been unsuccessful. These will be listed in rank order in relation to the criteria. Should places become available during term time then places will be offered in accordance with the child's position on the waiting list.

### **Arrival and Departure**

#### Breakfast club

- Parents/Carers are required to bring their child directly to the club. You should enter the club using the buzzer on the left hand side of the small playground gate.
- Children will be escorted to the relevant part of the school at 8.45 by the wraparound care staff.

#### After school club

- Children are brought to the club by their class teacher or TA where wraparound care staff will greet them and sign them in.
- If a child is attending an extra-curricular activity, then they will be brought/collected after their club

#### Collection of Junior children

- A member of the wraparound care team will go and collect the children from the Junior School and bring them to the club.

#### Participation in extra-curricular clubs

- If you wish for your child to attend an extra-curricular club, then a member of the wraparound care team will collect them from this club.

- We do not offer a discount to the wraparound care fees if a child attends an extra-curricular club.

### Departure

- When a child is collected at the end of or during a session. They will be signed out and the time recorded on the register.
- The parent/carer or named collector must inform a member of staff that they are collecting the child.
- Parents/carers must ensure that any person who may collect their child is listed on the authorised adult form.

### **Daily routine**

#### Morning session

- Children arrive from 7:45AM
- If children require breakfast they sit at a table
- If they do not require a breakfast, they are free to choose from the toys in the room
- Children are free to play outside on nice weather days or use the hall for bigger toys i.e. marble run or train track
- Breakfast is served until 8:15, or until all children booked on have eaten, whichever comes first.
- Tidy up from breakfast.
- Depending on time, there is then a game or reading time.
- If there is still enough time we then will interact with the children in games and reading or play.
- At 8:25 everything is tidied away; the Junior children will collect their things ready to be taken across.
- The Infant children then sit on the chairs or beanbags, whichever they find most comfortable ready for story time and some carpet games if there is time i.e I Spy or they enjoy show and tell or telling the group about exciting things that may be happening outside of school.
- At 8:45, the children gather their things from the pegs and line up in their separate year groups ready to go to class.

#### Afternoon session

- 3.05pm – Children are taken to the After School Club room and children collect their snack for the day.
- 3.40pm – Harnham Junior School children are collected, brought to the AfterSchool Club room and choose their snack.
- 3.50pm – Snack is served
- 4.00-5.30pm – Children can choose from a range of play and planned activities both indoor and outdoors.
- 6.00pm – The club closes.

## **Behaviour**

Whilst attending the club, children are expected to:

- Use socially expected behaviour
- Respect one another, accepting differences of race ,gender, ability, age and religion
- Choose and participate in a variety of activities
- Ask for help if needed
- Enjoy their time and speak to a member of the team if they need help.

Positive behaviour will be encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Sticker reward
- Dojos
- Informing parents about individual achievements

Dealing with challenging behaviour

- Challenging behaviour will be addressed in a calm, firm and positive manner
- In the first instance, the child will be reminded of the expectations and explain how we would like the behaviour to differ
- Staff will encourage children to try and resolve conflict through discussion and negotiation
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

School policies, including Behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe and efficient running of the club, parents will be informed of this by a member of the school's Senior Leadership Team (SLT) in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from the club for a period of time deemed appropriate by the SLT.

## **First Aid**

- All accidents of children from Harnham Infant School will be recorded on Meditracker.
- All accidents of children from Harnham Junior School will be recorded in the accident book.
- Parents will be aware through a notification from meditracker or a slip passed over at collection.
- Accident records will give details of the time, date, nature of the accident, details of the child
- All accidents are dealt with by a qualified first aider.
- There is at least one member of the team is a paediatric trained

Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, wraparound care will be informed of their absence.

### **Uncollected children**

#### Uncollected children

If a child is not collected by 6.00pm parents will be contacted in the first instance by telephone. The additional contacts that have been provided will be telephoned in the second instance. If these contacts are unreachable and we have still not heard anything after one hour, the police and out of hours MASH will be informed.

A charge for late collection will be applied. This charge will be £5 per child for every 10 minutes.

### **Booking and payment**

The cost of each session for breakfast club is £5.50. There is a reduced cost for second family members of £4.50 for each session. Any further siblings will also be charged this reduced price. There is no discount for part sessions.

The cost of each session for after school club is £10.50. There is a reduced cost for the second family member of £9.00. Any further siblings will also be charged this reduced price. There is no discount for part sessions.

There is an option for an early drop off to breakfast club. This is at 8.15-8.25am. There is no breakfast option with the early drop off. The cost of each session is £1.50.

There is an option for an shorter after school club sessions. Children need to be collected by 4.00pm. There is main snack with this option. The cost of each session is £3.50.

Failure to pay on time will result in the withdrawal of a place at the Club. Payments can be made through the School Gateway App or through Childcare vouchers.

These fees are subject to change, with prior notice to be given of any changes.

### **Cancelling a booking**

Once a session has been booked, parents are unable to cancel or change this booking. Therefore, the session payment will not be refunded. This includes a child being off school due to sickness.

### **Sessions that are not available**

Wraparound care will not run on TD days, the afternoon of the final day of term in December and one Friday afternoon in December – this date will be notified well in advance.

### **Leaving breakfast and or afterschool club**

Should a parent no longer need wraparound care 30 days written notice must be provided to the WCM. Should this not be provided then an average attendance payment will be added to the final bill e.g. should the child attend 3 sessions per week, this will be multiplied by 4 and added to the final bill.