



BEFORE AND AFTER SCHOOL CARE POLICY

Rationale

The Breakfast and After School Care Clubs are organised by Dickleburgh C of E Primary Academy. They are extended school activities designed to allow children to be in school from 7.45am onwards and until 5.30pm. The children have the opportunity to have a choice of food and drink for a healthy start to the day, and a snack after a full day at school. They are encouraged to join in with the activities on offer and to be independent, making decisions for themselves through the choice of food and drink, and to participate in informal activities, developing social and interactive skills.

Objectives

- To ensure before and after school care for our pupils in a welcoming, safe, secure environment.
- To provide an affordable service for working parents and those parents who wish to return to or begin work.

Organisation

The Breakfast and After School Care Clubs are open to pupils attending Dickleburgh Academy.

The Breakfast Club will be open from 7.45am until 8.30am, but children requiring breakfast should arrive no later than 8.15 to enable staff to clear food and clean before the start of the school day.

The After School Care Club is open from 3.30pm until 5.30pm.

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.

Use of Registers

Children are registered by parents as they enter the school for both clubs. The registers are kept at the school office window. It is the responsibility of the parent to ensure that the children are handed over safely to the staff in the morning and that they sign their child out of the After School Care Club with a time when they have collected them.

In the case of children not collected by 5.30pm and no message or contact with parents has been made, staff will contact a senior member of school staff, who will return to school and make the decision as to whether social services should be contacted.

In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

Staffing and Supervision

The children are adequately supervised at all times by school staff who hold current first aid certificates. Additional staff are always on hand to help with larger numbers.

Food and Activities

Children will be offered toast with a range of toppings and fruit juice or hot chocolate for breakfast, with a biscuit and squash drink at the After School Care Club. Healthy food such as fruit will always be available.

A number of activities will be on offer for the children to participate in. These may include craft activities; games and toys; cooking; gardening. All resources necessary for the clubs will be purchased through the school budget designated for such purchases.

Behaviour

The clubs' Behaviour Policy will be in line with the School's Behaviour Policy.

Children are expected to show a high standard of courtesy and behaviour at all times. If there are concerns with behaviour then parents will be contacted. Ultimately, exclusion from the clubs will be the final sanction from such provision when all possible strategies have failed.

Pricing Policy

The Breakfast Club daily fee is £2.50 between 7.45 and 8.15 and includes breakfast and £1.25 between 8.15 and 8.30 and does not include breakfast.

After School Care Club-collection by 4.15pm is £1.50 per child per session and includes a snack, collection after 4.15pm is £3.00 per session per child and collection between 5.00pm and 5.30pm will be an additional £1.00. The pricing structure for these clubs will be reviewed annually.

These fees are to cover the cost of:

- Staffing
- Food and drink
- Equipment and day-to-day running costs.

Safeguarding

Everyone involved in the care of young children has a role to play in their protection. The before and after school club staff are in a unique position to observe any changes in a child's behaviour or appearance. If they have any concerns about a child they have a duty of care to take action on behalf of the child by following the school's Safeguarding Policy incorporating Child Protection.