



Learning and living in Faith, Hope and Service

Breakfast and After School Provision Policy

Aims

We intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups and to work together cooperatively.
- Provide a fair admission system that offers a good value childcare service.

Activities and Provision

A range of activities are planned for each session. These may include arts and crafts, reading, board games, cooking, computers and iPads, indoor and outdoor sports and occasional movies. The age of the children will be considered when planning activities to ensure they are appropriate.

Hours

The sessions run during term time, Monday to Friday. Breakfast club at the start of the day from 7:30am – 8:40am (Breakfast club finish serving food at 8:15am). After School Club runs two sessions 3:20pm – 4:20pm and 3:20pm to 5:30pm. Breakfast and After-School Provision will not take place on INSET days or bank holidays and After School Club will not run on early closing days at the end of each term.

Requesting a Club Place

Requests are made by completing and returning a booking form to Mrs Behling in the school office. This does not guarantee a place in the club. We will inform you if a place is available upon the return of the forms. Registration forms are available from the school office or the school's website. Emergency contact information must be given before a child can attend the club.

Admissions

Places are subject to availability and are based on an appropriate adult to child ratio. The Breakfast and After school provision is open to all children from Reception to Year 6. However, children in Reception do not start until after the October half term in order to allow them to settle into their new school routine.

To ensure that admissions to the provision are offered on a fair basis, the following procedure will be as follows:

- Children using the club every day both before and after school are given priority.
- Siblings
- Next on waiting list

Booking and Fees

- If a regular slot needs to be changed and a space is available, a minimum of two weeks’ notice must be given.
- Should you no longer wish for your child to attend the breakfast or after school provision, you must give two weeks’ notice in writing.
- All payments must be made online via ParentPay. Payment of fees should be paid before the attendance of each respective week, minimum one week in advance. Parents are encouraged to pay monthly or half termly in advance.
- All payments are non-refundable and child absences and holidays taken within term time will not be refunded.
- If you have a planned absence e.g. a medical appointment, two weeks’ notice in writing is required.
- Any amendments to your child’s booking must be made in writing or by email.
- As per the School’s Debt Policy (available on the School’s website), should a debt arise and is not cleared upon request, the school reserves the right to refuse access to the Den Club.
- Ad Hoc sessions may be available; please speak to Mrs Behling.
- The fees are as follows:

Breakfast club	7:30am - 8:45am	£4.00
After school club	3:20pm - 4:20pm	£3.00
	3:20pm - 5:30pm	£8.50

Register and Collection

Breakfast Provision

At the start of the session, children will be dropped at the green gates by the office by a parent or carer. Please ring the bell to alert a member of staff you are waiting and stay with the child/ren until a member of staff arrives to collect them. A register of children who attend Breakfast provision is taken.

After School Provision

Children will be escorted to the provision at the end of the school day by a member of the support staff team. Children in Y5 and 6 will walk unaccompanied to the hall. A register of children who attend After School provision is taken at the start of the session. Parents/carers need to ring the bell on the green gates by the office to alert staff they are here to collect a child/ren. The child/ren will then be escorted to them by a member of staff.

After School provision finishes promptly at 5:30pm. Only nominated people may collect a child. If there are any changes to this, please inform the After School Club by telephone – **07503 359640**.

Late Collection from After School Provision

The After School Provision sessions finish at either 4.20pm or at 5:30pm. If you are aware that you are going to be late due to an unavoidable delay, e.g. trains or traffic, please contact a friend/neighbour/relative who

is in a position to collect your child. Please ensure you contact After School Provision to advise of any changes in pick up, and the person collecting **must** know the **password** as stated on your application form.

Late collection from the first session ending at 4.20pm will incur a full session charge (an additional £5.50) after a 15 minute grace period. Late collection of children from the late session ending at 5.30pm will incur an unsociable hours fine of £5.00 per child for each 5 minutes (e.g. 5 minutes late = £5, 10 minutes late = £10, 15 minutes late = £15 and so on). This is to cover the costs incurred for keeping the school open. In the unlikely event that children are not collected at the end of the day and we are unable to contact you on any of your emergency numbers, Social Services will be called.

For late payments, an email will be sent to inform you of the charge and the deadline for payment. Late payments will be added to your ParentPay account and must be paid online within 7 days. Persistent lateness may result in the loss of your child's place.

Always call the After School Provision mobile number if there is a problem on **07503 359640**.

Conduct Expectations

Both Breakfast and After School Provision have their own conduct expectations which are inspired by the school's Positive Behaviour approach and Relationships & Conduct Policy.

We are lucky to have familiar school staff who run this busy service, however if children are unable to consistently follow the expectations for Breakfast and After School Provision, then as this is not school but a paid service, we can withdraw a place for a child. Obviously, this is the last resort and you will see our steps for dealing with poor choices are fair and gradual.

We will also take into account any special educational needs or behaviour plans when making this decision, to ensure equality and equity. We also recognise length of day for children who attend both breakfast and after-school club can have a significant impact on their behaviour choices because they are tired. For our youngest attendees, a sensitive conversation may need to take place to address whether the long day is having a negative impact on their wellbeing and adjustments may need to be made.

The children's safety and wellbeing is paramount and if poor behaviour is affecting this, then we will follow the steps outlined below and ultimately if expectations are consistently not being met, the place will be suspended or withdrawn.

Our Expectations for Children's Behaviour

- Showing our school values at all times especially RESPECT towards adults and pupils at Breakfast and After School Provision as well as the equipment when using it and tidying away
- Following adult instruction at all times
- To remain in the space you have been directed to by the adult
- To move around the hall sensibly and use an appropriate level of voice
- Older pupils (KS2) need to be role models for the younger children and take a more responsible role
- To be kind and gentle with each other in words and actions

What will happen if these expectations are not met:

- 1) Verbal Warning from an adult.
- 2) If poor choices continue in the same session, there will be Time Out and reflection for a period time given by the playleader (sitting away from other children with an adult) and a yellow card will be given. This will be reported to parents at collection.

- 3) If a child receives two yellow cards in a 7 day period, this will trigger a red card meeting with the After School Provision Manager /Senior Management and the child will be excluded from the service for one week.
- 4) On return to Breakfast and/or After School Provision following this exclusion, if poor choices continue at the same level, the Headteacher will withdraw the access to this paid service. Exclusion from the club is the final sanction when all other possibilities have been exhausted.

Our Expectations for Parents:

- To be on time and to ring the After School Provision mobile if prevented from being on time **07503 359640**
- To always speak to playleaders with respect and courtesy.
- To explain the expectations for behaviour to their children attending and support the staff if there is an issue during a session.
- To ensure your contact details are up to date
- Please see our Expectations for Visitor Behaviour Policy on the school website for further information.

Inclusion

Our provision is fully inclusive. If a child has special or medical needs, information will be shared with the staff and any necessary arrangements agreed.

First Aid and Medication

There will be a qualified first aider on site during all club sessions. All accidents will be recorded in the Breakfast and After School Provision's accident book and medical forms will be completed. The accident will be reported to the parent/carer when collecting their child (after school provision) or the class teacher (breakfast provision). Staff will be made aware of the children with Individual Health Care Plans. Medication for ongoing medical conditions e.g. asthma inhaler, epipen will be administered by our staff. All staff will have basic first aid training. A parent will be contacted to collect their child, if their child is unwell.

Food

There will be a time for the children to eat a healthy breakfast or snack/tea provided by the Breakfast/After School Provision. Please note Breakfast Provision finish serving food at 8:15am. All children are seated at tables and we encourage a 'family' type atmosphere. At least one member of staff holds a current Basic Food Hygiene certificate. Fresh drinking water is available to the children at all times. Children should not bring any additional food to this provision. Children may be given a small treat as part of a special occasion e.g. celebrating a religious festival or special day.

Health and Safety

Staff must follow the Forty Hill School Health and Safety, Safer Internet Usage, Safeguarding Policies and related documents to ensure the safety of all children. They will follow the same procedures for fire or evacuation as the main school. In case of an emergency, a member of the Senior Leadership team will be informed immediately and procedures followed.

Staffing

All Breakfast and After School Provision staff will follow the school staff code of conduct and all school policies. The club staff are DBS checked and will attend annual child protection training. They must be familiar with the school safeguarding policy and related documents and will be clear about how to deal with any safeguarding concerns. Staffing arrangements are considered to meet the needs of children who have special educational needs.

Complaints

If parents are concerned about any aspect of the Breakfast or After School Provision, they should in the first instance talk to the Play Leaders or the School Business Manager.

Enquires and Communication

Communication about bookings and payment is through the school office and is the responsibility of our school business manager. Please email via sbm@fortyhill.enfield.sch.uk

Parking

As always, there is adequate parking available at Forty Hall or Jesus Church. Please park considerately when you drop off and pick up your child.

Reviewed: December 2024

Approved by: Governing Body

Next Review Due: December 2025

Monitored by: Headteacher