



St. Joseph's Catholic Primary School

Breakfast & After School Club Policy

September 2025

This policy should be read in light of our Mission Statement as follows:

At St. Joseph's, we live love and learn by the example of Jesus.

Policy Review

This policy will be reviewed in full by the Governing Body every two years.

It is due for review in September 2025 (24 months from the above date).

Signature

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Date 1st September 2025

Head Teacher

Signature _

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Date 1st September 2025

Chair of Governors

St Joseph's Breakfast and After School Club aims are:

- To provide a happy, welcoming place at the start / end of the school day where all children are valued and feel safe.
- To listen to the children so they have a say in what they want to do.
- To provide varied activities to meet the request, needs and wide age range of the children attending.
- To support working parents by providing an affordable childcare facility.
- Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at Breakfast and/or After School Club.
- Offer a provision that is run by qualified staff, who are also parents themselves, so we have a good idea of what both children and parents/carer's needs are.
- Re-inforce our OFSTED 'OUTSTANDING' grade for pupil personal development and welfare.

Opening Times:

Breakfast Club: Monday to Friday 7.45am – 8.45am. Term-time only.

After School Club: Monday-Thursday 3.15pm – 5.15/5.30pm Term-time only.

Please note; After School club does not operate on the last day of any term due to school closing at 1.30pm on these days). Children should be booked in (see below)

INSET Days: Breakfast and After School club will not operate on (INSET) staff training days, or on parent consultation dates.

Admissions:

Both clubs are fully inclusive for children from Reception to Year 6. Any parent/guardian with a child that has any additional or special needs should speak to a member of staff in either club before registering their child, in order to ensure that staff have a full understanding of the child's needs and how best to meet them as well as staff ratio to provide any additional support necessary.

Booking and Payment Arrangements:

We ask that parents/carers book children in to Breakfast and After School club as much in advance as possible. This can be done by contacting the school office for a booking and registration form. This form should be completed and returned to the school office, a payment item will then be set up on ARBOR.

Children should not be left at either club without prior arrangements – a registration form must be completed in all instances before a place is confirmed.

If your child is not going to attend a booked session please inform the school office by 3pm on the previous day.

Occasional Bookings:

We do understand that sometimes plans change at short notice. From time to time we are hoping to accommodate occasional and 'on the day' bookings for Breakfast and After School Club, this will be charged at the normal session rate. These sessions must be booked at least 48 hours in advance where possible to ensure we have adequate staffing and food available

For 'on the day' bookings being made after 12noon must be done so by telephone to the office so that teachers, children and After School Club staff can be notified.

Children should not be left at either club without prior arrangement - a registration form must be completed in all instances before a place is confirmed.

Charges:

Breakfast Club is charged at a flat fee of £5.50 per child, per session which will be payable in advance through our ARBOR Pay system on a pay as you use basis. This cost includes breakfast – orange/apple juice, milk, cereals and toast.

More information about Breakfast Club can be obtained from the school office or on the school website under the Breakfast and After School Club tab.

Cancellations must be made by the Friday of the previous week due to staffing arrangements. Sickness is obviously not included in this but all other bookings will be charged if cancelled late.

Due to the popularity of both these Clubs places are allocated on a first come first served basis. Please do not assume a place will be available at either Club.

After School Club is charged at a flat fee of £11.50 per child, per session which will be payable in advance through our ARBOR Pay system on a pay as you use basis. This cost will include a healthy snack.

We do ask that parents pay in advance whenever possible. We remind parents of outstanding balances at the end of each month. Should a debt of more than £50 be accrued, we reserve the right to decline bookings until the outstanding amount has been cleared and we may ask for all future bookings to be paid for in advance thereafter.

We do not currently make a charge if a child who is booked in does not attend either of the clubs. If we should need to restrict numbers in future, this may be subject to change.

Location of Breakfast and After School Club:

The club sessions are held in the Nursery building. There are limited kitchen facilities for the preparation of breakfast/snacks. The equipment and foods are kept in the cupboards in this location. The staff ensures that all areas are left clean and tidy at the end of each club session.

Behaviour:

Staff in both clubs have all received training in the Hertfordshire Steps model, this is the same behaviour management programme which is followed throughout the entire school. This ensures that children receive a consistent approach to behaviour management from all adults in school at all times.

With this in mind, all behaviour is dealt with in the most therapeutic way possible. However, if a child continually disrupts the sessions with antisocial behaviour, staff would seek to meet with parents to discuss this.

Communication with Parents:

Occasionally, there may be messages for parents/carers of children attending Breakfast or After School Club these will be sent out via ARBOR. On occasion parents may also receive texts regarding either club if they need to be informed of anything urgently.

Staffing:

Breakfast Club is supervised by: Mrs Gilliam/Mrs Perrin

After School Club is supervised by: Mrs Nicolini/Ms Randazzo/Ms Mitchell

Staff work together to ensure that the children have activities to complete and that they are playing safely. They organise the cleaning of all of the equipment required to run the both clubs and prepare the food.

Staff levels may fluctuate to meet current needs.

- All staff have a DBS check.
- All staff hold Level 2 Food Hygiene Certification.
- All staff hold valid First Aid certification.
- All staff receive annual Safeguarding training
- All staff have received Prevent training

Routines Breakfast Club:

- Children should enter Breakfast Club via the Royal Avenue entrance (parents are requested to not drive on to school grounds to drop off for breakfast club)
- Children should register with the adult in charge of registration
- They will eat their breakfast food.
- Once they have eaten, they will clear their own cup and plate away from the eating tables and take them to be washed up by a member of staff.
- During their time at the club they will have the choice of activities in which they may wish to participate.
- Children will help tidy up equipment at the end of the club.
- The staff will then take the children in KS1 & Reception to class where they will be supervised. KS2 children will go to class independently (with an adult monitoring them from a distance).

After School Club:

- Children in Reception and KS1 are collected from their classroom by a member of After School club staff by 3.15pm. Children from KS2 are allowed to make their own way to the Nursery building (monitored by a member of staff). Any child who has not arrived by 3.20 is looked for by a member of staff and if no satisfactory reason is found for them not arriving, parents are called immediately).
- Activities are set up ready for children and they may choose which to participate in.
- Children are encouraged to play outside for at least some of the time, this is weather dependent.
- A snack tea is provided at 4.00pm every day.

After School club closes promptly at 5.15/5.30pm. If a parent/carer should be running late for collection, they are requested to telephone the main school number as published on the website to keep staff informed. Should there be a pattern of late collection by any parent/carer, school will make a charge of £5 per child, within the period from 5.30pm – 5.45pm and then an additional £5 per 15 minute interval to cover additional staffing costs.

Resources:

Breakfast and After School Club have a good supply of craft resources, games, imaginative play, outdoor play equipment, cookware and tableware. This is kept in the in the Nursery building where the clubs take place. All electrical equipment is PAT tested annually.

Menus:

Our selection of food aims to be a healthy balance. Children are encouraged to eat a variety of foods. Staff are aware of any specific requirements a child has through the school's dietary requirements records and via conversation with parents.

Food choices for breakfast include: bagels, toast, cereal, fruit, fruit juice, water or milk.

After School club snacks include: ham, tuna or cheese roll/sandwich/wrap, hummus and pitta bread, cheese and crackers, toast. Fruit, yoghurts, biscuits, cakes and squash is also available.

Activities:

Each child is encouraged to make their own choices regarding the activities they choose to participate in. The clubs offer structured activities as well as free choice. Weekly programmes of activities may include:

- Art using various mediums
- Crafts using a wide variety of textures and materials
- Construction and Lego toys
- Board games
- Cold cooking, play-dough,
- Book corner
- Imaginative play
- Outdoor play (children are encouraged to spend some time outside during after school club providing they have appropriate clothing for the weather)

- ICT time
- Team games
- Colouring/drawing

Parental and Pupil Feedback:

The school values any parental or pupil opinions, we welcome feedback about how the clubs are run. Please talk to a member of staff or make an appointment to speak to the Head teacher if you wish to discuss any matters.

Cancellations by school:

Cancellations by the school would only be due to school closure in the event of (for example) adverse weather conditions, problems with the building i.e. no heating or water supplies, or unforeseen circumstances. Parents would be notified by ARBOR text.

Emergencies:

Staff in both clubs have access to a telephone list giving emergency contact numbers to enable staff to contact parents/carers in the case of emergency.

Should parents need to contact After School Club once the school office is closed, please call the main school number: 01992 629 503, your call will be diverted to the After School Club line.

Fire Procedures:

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's field in a line.

The club's register for the day will be called and all names will be checked.

Health and Safety:

Breakfast and After School club are run by the school and the existing Health and Safety Policies will be followed. The Nursery building will be checked regularly by staff to ensure the safety of the children.

Risk assessment:

A separate risk assessment has been completed for Breakfast and After School Club sessions and activities.

Equal Opportunities:

Breakfast and After School clubs will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. All children and their families will be treated with equal concern and value.

Safeguarding:

In accordance with Safeguarding arrangements, all staff involved in the running of the both clubs have current DBS clearance and have received safeguarding training. Staff will follow existing school policies and procedures for child protection and the code of conduct.

Policies and Procedures:

Breakfast and After School club will follow the schools own policies and procedures and these are available on the school website or from the school office.

Accidents:

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. Club staff will follow the school's first aid policy.

Medication:

Inhalers are kept in the classrooms. If a child needs their inhaler then a member of staff will escort them to their classroom to observe that the medication has been taken correctly. Other medication will be administered according to the existing school policy on medication.

Complaints Procedure:

All complaints in writing by a parent regarding the Breakfast or After School club will follow the school's complaints procedure.

Policy Review:

This policy will be reviewed and evaluated by the School's Senior Leadership Team every two years.