



# **Breakfast and After School Club 2023**

Reviewed July 2023  
Next review due: July 2025

# GRESHAM PRIMARY SCHOOL

## ADDITIONAL INFORMATION

### Activities:

A variety of directed activities will be planned in advance, these will be led by adult staff. There will also be opportunities for children to play board games and with a selection of toys, or to just sit quietly and read a book or on occasion watch children's TV.

Staff will supervise homework and research activities as required, and will read on a regular basis with younger children.

All children will be able to attend after school activities run at school, and will be collected from these by After School Club staff when they finish.

### Child Protection and Policies:

Your child's safety is our top priority. We will follow all school policies including for Child Protection and Health and Safety which are available on our website. We will keep you informed of anything that affects your child and their development. Please feel free to make an appointment to come in and discuss any area of your child's care with the Headteacher.

<b>Staff List:</b> <b>Manager:</b> Ms Karen Steele	<b>Breakfast Club:</b> Miss Sarah Gillen Mrs Asli Ersin Mrs Manda Crump Mrs Sarah Wilson	<b>After-School Club:</b> Mrs Gretel Noonan Mr Ryan Grace Mrs Vicki Lippett Mrs Sue Bourazanis Mrs Sue Watt Mrs Emma Appleby Mrs Vicki Whalley
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### Management Committee:

Mr Kim Durling	Chair of Governors
Mrs Tracey Butler-Kemp	Deputy Headteacher
Mrs Becky Broder	School Manager

# GRESHAM PRIMARY SCHOOL

## GENERAL INFORMATION

### Opening times:

Breakfast and After School Clubs will be open every day during term time, excluding Inset days at the times shown below.

### Breakfast Club:

7.30 – 8.35am. Children will be taken to the playground at 8.35am and stay with the staff on duty.

### After School Club:

3.20 – 6.00pm Monday to Thursday

3.20 – 5.30pm Friday

Children must not be dropped off before 7.30am for Breakfast Club, and use the 'Clubs' buzzer at the gate.

Please let us know if you are running late for After School Club by calling the Clubs mobile on 07391 547884 but ensure that you collect your child by 6.00pm Monday to Thursday and 5.30pm on Friday. We reserve the right to charge a fine of £10.00 per 10 minutes for late collection.

### Fees:

**As from 2022. (See table below).** It will be necessary to book places at Breakfast and After School Clubs and all fees must be paid in advance. Please note that one months' notice is required if cancelling sessions. There will be no refunds for sessions missed. Payment should be made via Parent pay or childcare vouchers.

### Breakfast Club:

£6.00 per session & pre booked Adhoc sessions £6.50 please see charging policy for breakdown on our website. This will include breakfast of cereal, toast, drinks (yoghurt, fruit and a drink if children brought in after 8.10am).

**After School Club:** £12.50 per session & Adhoc session £13.00 (see table below). This will include a snack tea i.e. sandwich, bagel, pizza, muffins or crumpets with fruit and a drink.

### Breakfast and After-School Clubs: From September 2023

	Pre-booked session daily rate	ad hoc session daily rate
<b>Breakfast Club per child</b>	£6.00	£6.50
<b>After-School Club per child</b>	£12.50	£13.00

# GRESHAM PRIMARY SCHOOL

## AGREEMENT

### **Aims:**

- To provide high quality out of school hours care for children from Gresham Primary School;
- To extend the caring, supportive ethos of the school into pre and after school care;
- To ensure that children feel safe and secure at all times whilst in our care;
- To provide opportunities for children to develop to their full potential;
- To allow all children to take part in as many activities run after school as they and parents choose;
- To support our school families by providing safe, secure child-care;
- To fully inform and consult with parents over the needs of their children.

### **In order to reach our aims the Governing Body of Gresham Primary School will:**

- Provide suitably qualified staff to manage and run Breakfast and After School Clubs;
- Always ensure that there is the correct ratio of staff to children;
- Provide staff with policies and procedures to ensure the safety of children attending Breakfast and After School Clubs;
- Actively promote equality of opportunity for all children;
- Ensure that there are sufficient staff qualified in food-handling and first aid;
- Ensure that all staff working in out of school hours have enhanced DBS checks in place;
- Monitor provisions.

### **In order to keep all children safe staff will:**

- Keep a register of attendance, ensuring that children at other school activities are collected at the end of the activity for After School Club;
- Ensure that they follow the school policy for Child Protection and Equal Opportunities and Behaviour;
- Ensure that all children are supervised appropriately at all times;
- Only let children leave the clubs with a known adult;
- Provide appropriate activities for all children.

### **Parents must:**

- Let us know if there are any changes to arrangements previously made – e.g. if someone different will be collecting children or if there is to be a change to the normal days for attendance at clubs;
- Pay in advance for both Breakfast and After School Clubs;
- Ensure that we have full contact details.
- Read and follow all relevant policies e.g. Child Protection, Breakfast and After School Club and Behaviour.

# GRESHAM PRIMARY SCHOOL

**Child's Name (capital letters please): .....**

**Signed on behalf of Gresham Primary School Governing Body:**

**..... Date .....**

**Signed ..... Date .....**  
**(Manager)**

**I accept that I will adhere to this agreement and follow all policies and procedures and understand that the place can be withdrawn if these are not followed.**

**Signed ..... Date .....**  
**(Parent / Carer)**

**Print name of parent / carer.....**

**Contact telephone number: (1).....**

**(2) .....**

**Emergency name/ tel. Number: (1).....**

**(2) .....**

# GRESHAM PRIMARY SCHOOL

## BREAKFAST / AFTER SCHOOL CLUB REGISTRATION FORM (Confidential)

Child(ren)'s first name(s):  1) 2) 3)	Last Name:	Date of Birth & Class
Parent / carer name:	Home address:	Home Tel No.

Are there any access restrictions in respect of Child(ren)    Yes / No  If yes please give details:
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### Contact Information during Club hours

Tel No. Mother:	Tel No. Father:
Mobile No. Mother:	Mobile No. Father:
Emergency Contact Name:  Tel No:  Mobile No:	In your absence, please provide the name of the person who will collect your child(ren):  Security password to be used:

### Sessions you would like to book your child(ren) onto    *Please tick below*

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club					
After School Club					

Start Date	After School Club	Breakfast club
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# GRESHAM PRIMARY SCHOOL

## Medical & Dietary Information

Special dietary needs or intolerances:
Allergies:
Epipen?
Date of last tetanus injection:
Details of medication, eg asthma inhaler:
Does child carry own medication? Yes / No

**N.B. We must be provided with any medication required such as asthma inhalers, epipens. These will be kept in the classroom (as with all other children in school hours). Parents are responsible for ensuring that all medication is within the use-by date and replaced as necessary.**

## Medical Consent

If we cannot contact you in an emergency, do you give permission for us to seek medical advice for your child? Yes / No
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## Other Information or Comments

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Signed .....

Please Print Name .....

Date .....

# GRESHAM PRIMARY SCHOOL

## After School Club

### Collection Permission Slip

Name of Child/Children.....

I give permission for my above child/children to be collected from After School

Club by .....

Please note that the person collecting your child/children must be over 18 years old unless written permission from parent/carer to the Headteacher.

Parent/Carer signature.....

Print Name.....

Date.....



# GRESHAM PRIMARY SCHOOL

## **AIMS OF THE POLICY:**

At Gresham Primary School we aim to provide a safe, caring environment for all children in our care. In extending the facilities we offer to care outside normal school hours, we will provide children with further opportunities to develop through well-planned play and creative activities supervised by qualified and experienced staff.

School policies for behaviour, inclusion, equal opportunities and race equalities will be followed.

## **POLICY AND PROCEDURES:**

### **Admission criteria**

- Priority will be given to children with siblings at Gresham.
- One months' notice needs to be given if a parent wishes to withdraw their child and Gresham reserve the right to give a months' notice to parents to withdraw their child from Breakfast Club and After School Club due to poor behaviour.
- In exceptional circumstances e.g. physical or verbal abuse towards other children or staff, the place can be withdrawn with immediate effect for a fixed period or permanently. Permanent withdrawal may occur after a final, written warning has been issued by the school. It may, but not always, follow a fixed term withdrawal. In extreme cases e.g. physical abuse towards another child, school employee or visitor, the place will be withdrawn with immediate effect without notice.
- The ratio of adults to children will be 1:8.

### **Staffing**

- There will be 2 members of staff for up to 16 children and 3 members of staff when numbers of children exceed 16 at either club;
- Staff will be suitably qualified or will have experience through substantial time spent working in childcare or school settings;
- The Leader will work with staff to plan for activities and the day-to-day running of both clubs;

### **Staff development**

- All staff will have opportunities for development through courses and other experience;
- Staff may be asked to attend relevant courses such as Food Hygiene and First Aid to ensure that we have sufficient staff trained in these areas on duty every day;

### **Planned activities**

- Children will be offered different activities at Breakfast Club and After-School Club and staff will be available to supervise and lead with some practical activities;
- Children need time to develop their own interests and to choose whether to play or not and should have time every day when they are able to choose to play, or just have quiet time with a book, working on Home Learning or on occasion watching suitable TV programmes;
- Staff will ensure that children are appropriately supervised at all times, but that they are also given time to choose their own activities;
- It is important that we listen to and act on the wishes of children at both clubs, providing that the suggestions are safe and appropriate;
- Children will be given time each day at After-School Club to play outside (weather permitting);
- Home Learning and reading can be completed at After-School Club. Staff will have set times for these activities;

# GRESHAM PRIMARY SCHOOL

## Safety

- A register will be kept every day at both clubs;
- Staff must read the message book each day to ensure that they are aware of messages from parents sent through to the school office;
- When the register is taken a member of staff will immediately report to the school office if a child who is expected that day has not come to the club. Office staff will then attempt to make contact with parents to check with them why the child is not at club. If the child cannot be found in this way, all further possible enquiries will be made through contact with every number on Contact forms. Checks will be made with teaching staff to find out who the child went home with. After this, Police will be called and the child will be treated as missing;
- Children under 8 from Gresham will be taken to After-School Club at the end of the school day, others will make their own way to the library or dining room;
- Any child attending an activity after school will be taken to After-School Club by the activity staff member;
- Children must be supervised at all times during both clubs;
- Parents must inform school if someone different will be collecting children from After-School Club and we will only let a child go with someone we know. Permission slips for this must be completed before the event and we will not allow children to go with anyone under 16 years of age;
- Children in Breakfast Club will be taken to the playground at 8.35am and will remain with the staff on duty;

## Late collection

- Children must be collected from After-School Club by 6.00pm Monday to Thursday and 5.30pm on Friday;
- We reserve the right to impose a fine for late collection of children of £10 per 10 minutes of lateness;
- Where parents are late we will try to contact them or others on the Contact forms;
- If any child is not collected by 6.30pm the Manager or member of the Leadership Group will escort the child to a Social Services department;

**Confirmation the Policy for Breakfast and After School Club Policy in respect of Gresham Primary School has been agreed, approved and ratified by the Governing Body:**

Signed by:

Chair of Governors: ..... Date: .....

Headteacher: ..... Date: .....

Approved at the Governing Body Meeting on:

Minute reference: