



# **NORTON JUXTA KEMPSEY C.E. PRIMARY SCHOOL**

*"Together with love and joy of God, we will discover, develop and maximise our unique potential."*

## **BREAKFAST AND AFTER SCHOOL CLUB POLICY AND PROCEDURES.**

Signed by:	
Head Teacher	<b>Julia Dean</b>
Chair of Governors	<b>Daisie Barnett</b>
Date Reviewed	<b>April 2025</b>
Date of next Review	<b>April 2028</b>
Date Approved by GB	<b>6<sup>th</sup> May 2025</b>

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**AMENDMENT HISTORY**

Date	Issue	Amendment	Person Responsible
April 25	01/25	<u>Staffing</u> : Change minimum staffing from 1:10 to <b>1:15</b>	Headteacher
April 25	02/25	<u>Booking and Payment Arrangements</u> : Change cost of session from £5.00, plus additional charge if starting early to: <b>£4.00 from 8am. £5.50 from 7.45am</b> Change parents may book their child into ASC from 3.30 – 5.45 p.m. at a cost of £12 per session to: <b>The cost of each After School Club session is £12.00</b>	Headteacher
April 25	03/25	<u>Location of Breakfast and After School Club</u> : Change sessions are held in classrooms to: <b>Sessions are held in the hall and the library may also be used.</b>	Headteacher
April 25	04/25	<u>Routine</u> : Delete Routine section and add: <b>Children attending After School Club will be collected from their classroom by a member of the After School staff. An initial register will be taken.</b> <b>A second register is taken in the hall to check that all children booked in are present.</b> <b>Children will have a choice of activities in which they may wish to participate.</b> <b>All children attending After School Club will be provided with a drink and light snack. Children remaining at school after 4.30pm will also be given a more substantial snack.</b> <b>In case of an emergency where children have to be evacuated from the building, the registers will be taken outside and the children checked against the register to ensure they are present.</b> <b>All pupils leaving the premises must be signed out by the person collecting them, and the time written down.</b>	Headteacher
April 25	05/25	<u>Activities delete</u> : Use of school ICT	Headteacher
April 25	06/25	<u>Behaviour</u> : Delete Parents will be contacted if children are not abiding by school behaviour expectations and add: <b>If a child continually behaves badly the school reserves the right to withdraw the place.</b>	Headteacher
April 25	07/25	<u>Closure and refunds</u> : Add: <b>Events run by the PTFA (e.g. school disco) are separate to school and are therefore still chargeable as they are a charitable event.</b>	Headteacher
April 25	08/25	<u>Complaints</u> : Change Avonreach Academy Trust to <b>Schools</b>	Headteacher
April 25	09/25	<u>Safeguarding add Passwords</u> Add: <b>Parents will be asked to provide a unique password for their child/ren. In the event of other family members, friends, or other nominated adults collecting a pupil they will only be able to do so by offering the unique password.</b>	Headteacher

# NORTON-JUXTA-KEMPSEY C.E PRIMARY SCHOOL

## BREAKFAST AND AFTER SCHOOL CLUB POLICY AND PROCEDURES.

The Father has loved us so much! He loved us so much that we are called children of God. And we really are his children. – 1 John 3:1 – ICB

The value of love is at the heart of both the Christian faith and our vision here at NJK.

God's love for all people inspires us to give love in abundance. We value and care for ourselves, others and the world around us as God's creation, demonstrating our values of friendship, compassion, forgiveness and respect.

We believe this is of the highest importance to enable pupils to explore their differences with tolerance and mutual respect.

Our school vision is integral to everything we do at NJK.

We want to discover and maximise each child's unique potential.

We aim to deliver a joyful and inspiring curriculum and school experience where every child feels loved, valued and cherished.

### Aims

- To provide a secure, welcoming before and after-school care facility for children attending Norton Juxta Kempsey CE Primary School.
- To encourage healthy eating.
- To provide a structured play environment to keep children interested and occupied.
- To support working parents by providing an affordable childcare facility.

### Opening Times

Breakfast Club will operate from 7.45am until 8.45am Monday to Friday, term time only.

After School Club will operate from 3.30pm – 5.45pm Monday to Friday, term time only.

### Inset Days

Breakfast and After School Club will not operate on staff development days.

### Staffing

Breakfast and After School Club are operated by qualified members of staff who have received appropriate training in health & safety, child protection, first aid, and food hygiene.

The minimum staffing ratio is 1:15 for children for children attending Norton Juxta Kempsey Primary School.

The Head Teacher will ensure that there are suitable contingency arrangements in place to cover emergencies and unexpected staff absences.

All staff involved with the Breakfast and After School Club will undergo the full DBS checking process.

### Admissions

Our Breakfast and After School Clubs are fully inclusive for all children attending Norton Juxta Kempsey Primary School from Reception to Year 6.

Any parent/guardian with a child who has any additional or special needs should record these on the compulsory registration form; this is so that any child can be appropriately welcomed into the After School Club. There may be an additional charge due to the level of staffing required.

## **Booking and Payment Arrangements**

- The cost of each Breakfast Club session is £4.00 from 8am. £5.50 from 7.45am
- The cost of each After School Club session is £12.00
- A child does not need to attend every day.
- A completed registration form is required for each child attending the Clubs.
- A member of staff will keep an accurate record of attendance and will pass this record to the school office daily.
- No child will be turned away from After School Club but if a child has not paid then the parents/carers will be contacted and payment requested. However, children may be prevented from attending after sufficient warning has been given to the parent if fees have not been paid.
- The Head Teacher may use their discretion to confirm that a child may attend for free due to financial hardship or other social issues.

## **Location of Breakfast and After School Club**

Sessions are held in the hall and the library may also be used. The school playground is used when weather permits. Staff ensure that all areas are left clean and tidy at the end of each session.

## **Routine**

Children attending After School Club will be collected from their classroom by a member of the After School staff. An initial register will be taken.

A second register is taken in the hall to check that all children booked in are present.

Children will have a choice of activities in which they may wish to participate.

All children attending After School Club will be provided with a drink and light snack. Children remaining at school after 4.30pm will also be given a more substantial snack.

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

All pupils leaving the premises must be signed out by the person collecting them, and the time written down.

## **Meals and Snacks**

The School is a Healthy School and we abide by the guidelines set out by the School Food Trust. Our selection of food aims to offer a healthy balance.

## **Activities**

Each child is encouraged to make their own choices regarding the activities they choose to participate in. We will offer structured adult-led activities as well as free choice. Some of these activities may already have been planned and laid out, and others the children can access as they wish. Weekly programmes of activities may include:

- Cookery
- Art and Craft
- Construction and Lego toys
- Board games
- Music
- Physical activities (outdoors)

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It is the responsibility of the Club Leader to plan activities suitable for the ages of the children attending.

### Accidents

Accidents will be treated by a trained First Aider and the accident will be recorded in the accident book. If necessary, reports will be made to external agencies, including but not limited to HSE. Referral to other policies e.g. First Aid will be made if for example an ambulance is needed.

### Behaviour

All children are expected to behave well, show respect, be polite, look after equipment and resources, be co-operative and courteous to staff and to each other. The school's policy on behaviour is followed to ensure consistency for the children at the club.

If a child continually behaves badly the school reserves the right to withdraw the place.

### Cancellations

All cancellation of sessions with less than 4 weeks' notice will be charged in full.

### Closure and Refunds

Breakfast and After School Club may be cancelled at short notice due to school closure for adverse weather conditions or problems with the building, e.g. no heating or water supplies. In the event of a closure:

A member of staff will endeavour to contact parents/carers by text or phone at the earliest opportunity.

The school website will be updated with the relevant information.

As this will only happen in an emergency, and for the safety of children and staff, we regret that no refunds will be issued. The only exception to this rule is for children attending school trips where the children are scheduled to return outside of normal school hours or are attending the Residential Trip.

Events run by the PTFA (e.g. school disco) are separate to school and are therefore still chargeable as they are a charitable event.

### Complaints Procedure

The School Complaints Policy must be followed.

### Emergencies

As part of the registration form, parents will be asked to complete contact details to enable staff to contact them in the case of emergency.

### Fire Procedures

In the event of a fire, children and staff will follow the normal school procedures leaving the building calmly via the nearest exit. They will congregate on the school's playground 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 is run by the school and the existing Health and Safety policies will be followed.

### **Medication**

Inhalers will be brought to the After School Club from the classroom. Other medication will be administered according to the existing school policy on medication.

### **Safeguarding**

In accordance with safeguarding arrangements, all staff involved in the operation of the After School Club will have current DBS clearance. Staff will follow existing school policies and procedures for child protection and the code of conduct.

Where IT equipment is used, pupils and staff must follow the school's e-safety policy and procedures.

### Passwords

Parents will be asked to provide a unique password for their child/ren. In the event of other family members, friends, or other nominated adults collecting a pupil they will only be able to do so by offering the unique password.