

Dinglewell Junior School
Breakfast & After School Club Policy
Written by: Helen Howe September 2018
Reviewed by: Geraldine Brogan & Sarah Ball July 2024

Dinglewell Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

"We have carefully considered & analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the public sector equality duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations."

This policy should be read in conjunction with our Safeguarding Policy, Anti-Bullying Policy, Behaviour Policy, Confidential Reporting Procedure (Whistleblowing).

Aims

The Breakfast Club & After School Club provide quality wrap around care for pupils at Dinglewell Junior School. It aims to:

- Support working parents by providing before and after school childcare from 8am until 8.45am and from 3.15pm until 5.30pm respectively.
- Provide planned activities.
- Offer the children breakfast each morning and a light snack at the end of the school day in a safe and friendly environment.

Procedures

- The register will be kept in the office and updated/amended when necessary. After School Club staff will be emailed any changes.
- Children will be taken to After School Club at 3.05am by a member of staff.
- The register will be taken.
- Should Parents or Carers have a child booked into After School Club but wish to collect them at normal finish time; they must collect from After School Club.
- Any discrepancies will be addressed.
- If children are not booked into After School Club but attend, parents/carers will be contacted to clarify.
- If a child does not arrive at After School Club, office staff will check if the child is with the class teacher and then parents/carers will be contacted to find out if the child has alternative provision.

Admission

Places at both Breakfast Club and After School Club is on a first come first serve basis, should the need arise extra staff members will be put in place to accommodate a growth in numbers.

Admission is conditional on the following undertakings by the parent/carer:

- Fees are promptly paid in advance.
- The behaviour of each pupil is acceptable for the safe & efficient running of the club. School policies including Behaviour apply in the same way as the during the main school day.
- Occasional or last minute bookings can be taken at the discretion of staff.
- In the case of occasional absence e.g. illness, please inform the school of child's non-attendance by email to wraparound@dinglewell-jun.gloucs.sch.uk
- For both club's children will be accepted to attend on the days they are booked in for unless notified of an unexpected change in circumstances
- Please email wraparound@dinglewell-jun.gloucs.sch.uk to notify of any changes to bookings.

Booking and Payment

The cost for breakfast club is currently £5.00 which includes the offer of breakfast. The cost for after school club is currently £7.50 with a 4.30pm pick up and £10.00 for a 5.30pm pick up.

Cancelled sessions will be charged unless we are notified in advance by email to wraparound@dinglewell-jun.gloucs.sch.uk. For breakfast club we require notice by 7.30am on the morning of the session. For after school club we require notice by 9am on the morning of the session. Notifications after these times will be charged.

Payment is due upon booking for both clubs and requires payment half termly.

Failure to pay on time will result in the withdrawal of a place at the club.

These fees are subject to change, with prior notice given of any changes.

Club Staff aim to provide the following:

- A varied programme of activities
- A safe, caring and stimulating environment
- High quality of care at all times
- Experienced and committed staff with relevant training in first aid, food hygiene and child protection
- A commitment to equal opportunities
- Safe and clean equipment

Parents/Carers should:

- Make sure that the booking forms are completed and updates with emergency contact details and any medical information.
- Collect their child/children promptly at the end of the session.
- Give notice if children are going to miss a session for any reason or if they will be delayed collecting their child/children - child/ren will still need to be collected from After School Club.
- Pay and book places in advance.

Exclusions from Breakfast and After School Club

School policies, including behavior, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behavior of the child is unacceptable for the safe & efficient running of the club, parents will be informed of this by a member of the school's Senior Leadership Team in the first instance and a warning will be given to the child. Any additional unacceptable behavior will result in the child being excluded from the club for a period of time deemed appropriate by the school's Senior Leadership team.

Please note the Breakfast Club & After School Club does not run on INSET days or during the School Holidays.

After School Club does not run on the last day of Autumn Term (Christmas Holidays), last day of Spring Term (Easter Holidays) and the last day of Summer Term (Summer Holidays).