

BEAUMONT PRIMARY SCHOOL

Breakfast Club and Wrap Around Care



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Authors:	Headteacher
Agreed by	Governing Body

Beaumont Community Primary School

Breakfast Club and After School Care

The aims of this policy is to-

- Provide a welcoming, safe and secure environment for pupils
- To provide an affordable, self-sustaining, early drop off and late collection childcare facility for parents during term time.
- To provide children with a nutritious breakfast and health snack in a pleasant, relaxed atmosphere
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening the relationships in the school community.

The **breakfast club** operates Monday to Friday from 7.30am-8.45am during term time.

The **after-school club** operates Monday to Wednesday 3.20pm-5.00pm during term time.

The club will be run by staff from the school.

Breakfast Club

Arrival

- Parents/Carers are required to bring their child directly to the club where they will be signed in. You should enter the club via the school hall entrance (opposite the school office)
- Children will be escorted to their classrooms at 8.45am by club staff.

Booking Arrangements & Fees

- Children's attendance is recorded in a register
- We run a 'drop in' service so that there is flexibility with all attendance
- All sessions must be paid through parent mail
- Weekly registers will be given to office to process
- Costs per session:-

- 7.30am-8.45am = £4.50

Daily Routine

- Parents bring their children to breakfast club via the school hall entrance.
- Children will wash their hands and enjoy a freshly prepared breakfast.
- 8.35am tidy up time
- 8.40am children collect their coats and bags, children are escorted to their appropriate classroom.

Wrap Around Care

Booking Arrangements & Fees

- Only children attending Beaumont Community Primary School are eligible to attend.
- All places are subject to availability
- The registration process must be completed prior to the child's commencement at the club
- Children's attendance is recorded in a register
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform club staff if their child is going to be absent from club by phoning the school office on 01473 825120.
- Parents must inform school office if they wish their child to attend - this can be done on a flexible basis
- Payment through Parent Mail.
- Costs per session:-
 - 3.20pm - 5.00pm = £5.00
- Children in Nursery, Reception, Year 1 and 2 will be taken to the club by a member of staff. Children in years 3,4,5 and 6 will make their way directly to the club to be greeted by a member of staff.
- A staff member will take a register of all children and will liaise with the school office to determine any reason why a child is not accounted for.
- A £5 fee is payable for every 15 minutes a child is not collected. Parents will be contacted by telephone, if they are unavailable and staff are unable to speak to another contact, after approximately one hour the police and social services will be informed.
- Fees are to be paid in advance through Parent Mail, payment is due for all contracted sessions

The parent signing the club registration form is known as the contracting parent and is responsible for payment of all fees.

Daily Routine

- EYFS and KS1 children are taken to club, KS2 make their own way.
- Children wash their hands and have a healthy snack.
- Children can choose from a range of play and planned activities, both indoors and outdoors.
- 4.20pm children are collected and signed off site.
- 4.50pm tidy up time
- 5.00pm children are collected and signed off site

Behaviour

Whilst attending clubs children are expected to follow the school ethos and rules. The school behaviour and relationships policy applies at all times.