

Redhill Primary Academy



Breakfast Club and After-School Club Policy

Signed

A handwritten signature in black ink, appearing to read "Beth", is centered below the "Signed" text.

Mrs Beth Tutchener-Ellis, Chair of Governors

Approved by: Beth Tutchener-Ellis

Date:

Last reviewed on:

5.03.21

Next review due by:

Spring 2022

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1.0 Reopening of Breakfast and After-School Club (known as the Annexe) 8th March 2021

The DfE have published guidance for full opening of Breakfast and After-School Clubs in line with schools reopening on 8th March 2021. It states that,

From 8 March, out-of-school settings and wraparound childcare providers will be able to offer indoor and outdoor provision to all children. However, parents and carers will only be able to access settings for certain essential purposes.

Therefore, from 8 March, providers should only offer indoor and outdoor face-to-face provision to:

- *vulnerable children and young people*
- *other children, where the provision is:*
 - *reasonably necessary to enable their parents and carers to work, search for work, undertake education or training, or attend a medical appointment or address a medical need, or attend a support group*
 - *being used by electively home educating parents as part of their arrangements for their child to receive a suitable full-time education*
 - *being used as part of their efforts to obtain a regulated qualification, meet the entry requirements for an education institution, or to undertake exams and assessments*

Further information can be found here:

https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak?utm_medium=email&utm_campaign=govuk-notifications&utm_source=e0393ec7-fcce-4713-85cc-c7b009e73174&utm_content=daily

In order to comply with the guidelines and minimise risk we will ensure that children are in smaller group sizes, splitting the group into three bubbles: EYFS and Key Stage 1, Year 3 and 4 and Year 5 and 6. Staff will be allocated to each bubble.

As it is not possible to follow the bubbles which children are in during the school day, we will work with parents and carers to try and keep siblings together. This will help minimise the amount of mixing between different households and contacts.

We will also ensure adequate ventilation and regular cleaning is in place. Please see the academy website for our reopening risk assessment which includes a section on wraparound care provision: <https://redhill.ttsonline.net/>

Redhill Primary Academy Breakfast and After-School Club (including their staff where applicable) will follow the essential measures set out as systems of controls through prevention and response to infection in government guidance and will endeavour to:

- Minimise contact with individuals who are required to self-isolate by ensuring they do not attend our setting.
- Ensure face coverings are used in recommended circumstances.
- Ensure everyone is advised to clean their hands thoroughly and more often than usual. Children will wash their hands before they attend the setting, following snack time, after any period of time outside and before they leave the setting.
- Promote good respiratory hygiene by reinforcing the 'catch it, bin it, kill it' approach.
- Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. This will be on a rota-based system and is recorded on a daily basis.
- Staff and children will minimise contact across the site and maintain social distancing wherever possible.
- Keep occupied spaces well ventilated.
- Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- Cleaning of shared resources and toys after each session. Where these items cannot be cleaned, they will be rotated to allow it to be left unused for 48 hours (72 hours for plastics) between use by different groups.

2.0 Admissions Criteria

Breakfast Club and After-School Club is open to all children who attend Redhill Primary Academy. We are registered with Ofsted to care for up to 55 children between the ages of 4 and 11 years.

If you require a place for your child/ren at either club an 'Expression of Interest Form' can be requested from the main office in school. This form must be completed and returned in order for your child/ren to be considered for a place.

2.1 Waiting List

Places are issued on a first come, first served basis. If there are more applications than there are places, your child will be put on a waiting list in the order that the expression of interest form was received. When a place does become available, we will contact to ensure that the place is still required. If you do not require the place at that current time, then your place will be offered to the next person on the waiting list. We do not hold places.

2.2 Acceptance of place/s

Once you have verbally accepted a place, this document will be sent out to you, please read fully, sign and return it prior to your child's start date.

If you have accepted a place but subsequently decide you no longer require it then a 4-week notice period is still required, you must inform us in writing that you no longer require the place. You will still be charged for the 4 weeks even if your child does not attend.

3.0 Charging policy and fees

Breakfast Club is £2.50 per session and includes breakfast.

The Annexe is £7.50 per session with a small snack provided.

These charges are term time only and will be billed through ParentPay accordingly. A minimum of one session per week is required for your child to attend either club.

3.1 Payments

Bills can be viewed on ParentPay, these accumulate on a daily basis and we ask that parents top up their accounts to allow for this. Balances are required to be paid and cleared by 28th of the month. After 28 days you will be charged a further 10% on top of the original amount. Failure to settle your account within 35 days of the original invoice date will result in your child losing their place at the extended club.

We accept online payments via ParentPay as well as payments made through Childcare Voucher Schemes and the Tax-Free Childcare service. Please check with the administrator if you require any further information about this.

3.2 Non-Attendance

If a child is booked in for a session at Breakfast Club and does not attend due to illness, please contact the school office to let them know that your child will not be in school. If your child will not be attending the Annexe, please notify the office so this information can be passed onto the manager before collection at the end of the school day. Full payment will still be required for the missed sessions.

4.0 Cancellations

There will be no reimbursement for any one-off cancellations regardless how far in advance you cancel (unless under extreme circumstances in which case it is subject to review by the Manager).

If the academy closes early due to unforeseen circumstances, such as poor weather conditions, the Breakfast Club and The Annexe will not be open.

If you need to cancel your place at the Breakfast or The Annexe, 4 weeks' written notice is required (fees are non-refundable).

5.0 Drop off and Collection Procedure

For Breakfast Club your child must be brought by an adult to the main school door where a member of staff will meet you.

Children can be collected from The Annexe at any time between the start of each session and before the Club closes at 6.00pm by parents/carers or a designated person with a password.

Children will only be allowed to leave with the parent/carer or with an individual who the Club has been notified will be collecting the child/ren by the parent/s. This notification must be made by the parent/s either in person or by phoning the school office prior to collection.

Please proceed to the main school door and press button 2, a member of staff will then acknowledge you and bring your child/ren out to you.

Times of children attending and leaving the setting will be recorded.

5.1 Late Collection

In situations of late collection of child/ren the following procedure will apply, if no contact has been made by parents/carers:

At 6.05pm we will attempt to make contact, using the numbers held on the child's school record, including the emergency contact number. Messages will be left where possible, asking for contact to be made.

After 30 minutes (i.e. by 6.30 pm), a further attempt to make contact using the numbers held on the child's school record. If no contact is made at this point, Family Connect (Telford & Wrekin's Child Services) will be contacted to make further arrangements.

5.2 Late collection fee

If a child is collected late (up to 5 minutes after 6pm) a warning will be issued to the parent. After three warnings have been issued, a payment of £5.00 per 5 minutes will be payable to the club. If you know that you are going to be late please contact the office and let them know if you have arranged for someone else to pick up your child and use the agreed password to ensure your child's safety.

6.0 Children with special educational needs

In line with the Redhill Academy's Equality Policy, we enable all children to take part as fully as possible in every part of school life by developing each child's self-confidence, recognising their strengths and encouraging them to achieve their full potential.

We will take reasonable and necessary steps to meet children's needs by using a variety of approaches and planning reasonable adjustments for disabled pupils, enabling all children to take as full a part as possible in all activities.

We will make reasonable adjustments to ensure the Breakfast and The Annexe environment and its activities are as accessible and welcoming as possible for all children.

We will actively encourage positive attitudes towards all members of our community and expect everyone to treat others with dignity and respect.

7.0 Behaviour

Our setting believes that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour. A positive atmosphere is very important: this supports establishing friendships.

Children need to learn to consider the views and feelings, needs and rights, of others and the impact that their behaviour has on people, places and objects. This is a developmental task that requires support, encouragement, teaching and setting the correct example. The principles that underpin how we achieve positive and considerate behaviour exist within the programme for promoting personal, social and emotional development. The Annexe recognises the need for an ordered environment within the club in which children and adults develop self-discipline, self-esteem and mutual respect. We involve children in discussing acceptability of certain behaviours and why we object others.

Incentives used within school, sticker rewards and house points are also used. We ensure that children know we trust them to do their best and to behave well, we do this by reinforcing and promoting the school rules, including children in activity planning and asking their ideas and requests for changes through the Annexe Council.

Should any behaviour issues arise, they will be dealt with in line with the academy's policy for behaviour and relationships. The Senior Leadership Team will be notified accordingly, and records will be updated. In the unlikely event of these behaviours continuing, places will be reviewed, and your child could be at risk of losing their space.

Redhill Primary Academy Admissions Policy for Breakfast Club and The Annexe

I have read and agree to the policy for Breakfast and The Annexe and wish to accept the place for my child.

Child's name (please print)

Parent/Carer Name (please print)

Signature

Date