



## Breakfast and After School Policy

Date Reviewed by Governors: Feb 2024\_\_\_\_\_

Review Date: \_\_\_\_\_

# BLAST - Out of Hours Club Policy

## AIMS

- To provide a happy, enjoyable and secure environment where parents and carers feel confident to leave their children
- To enable pupils to be prepared for the start of the school day in a pleasant, relaxed environment
- To enable pupils to relax in a pleasant environment after the school day
- To provide positive **social, physical, intellectual, creative** and **emotional** experiences for the children

## PROCEDURES

- There are five before and after club staff who supervise the children, serve and clear away the breakfast and tea, and engage them in play activities
- Staff preparing food have successfully completed food hygiene training
- In addition to regular staff there are occasional days when sports coaches or other specialists will also set up activities for the children
- Parents may pay daily or weekly (in advance). Booking and Payment is done through the School Money App. If you pay by Childcare voucher or via Tax-Free Childcare <https://childcare-support.tax.service.gov.uk>, you need to ensure your funds have been transferred over to School prior to booking.
- Parents may choose to use BLAST for occasional days or whole weeks (subject to availability)
- The only exit/entrance to BLAST is supervised and is outside of the Y4 classroom
- Children are signed in by the Blast Play Leader on arrival.

## ORGANISATION

- Breakfast club is held in The Hub and is open to all pupils from Reception to Year 6 from 7.30am to 8.40/8.45am. Children should not be dropped off prior to 7:30am. Latest drop off time is 8.35am
- After School club is held in The Hub and is open to all pupils from Reception to Year 6 from 3.10/3.15pm to 5.30pm. All children must be collected by 5.30pm. Children collected late for the 4.15pm and 5.30pm collections will be charged a late fee that increases in amount as the time increases.
- Parents and pupils should enter the school site through one of the gates and then enter the building from the double door between Years 3 and 4
- Pupils are welcomed by the staff who registers the children, assists the younger children with their outer clothing and bags and helps them to collect their breakfast

As each child finishes their breakfast s/he then leaves the table and joins an activity

- Emphasis is placed on good table manners and behavior
- All activities are cleared up by 8.30/8.35am so that the children are ready for the start of school from 8.40am
- Reception, Y1 and Y2 children are taken to their classes by a member of the Breakfast Club staff
- Y3 – Y6 children make their own way to class when the bell goes at 8.45am

## **BREAKFAST**

Children are provided with a healthy breakfast consisting of a variation of the following:

- Semi-skimmed milk
- Toast/bread
- Low fat spread
- Cereal
- Fruit
- Juice
- Bagels

## **AFTER-SCHOOL SNACK**

Children are provided with a healthy snack. There is a lighter snack served to the children who are on the early pick up and a more substantial snack served to the children who are there for a full session.

## **RISK ASSESSMENT**

Risk assessments have been carried out for the Blast environment and equipment that is used.

## **DIETARY REQUIREMENTS**

Please speak to a member of staff if your child requires a specialised diet. We will always endeavour to provide your child with their dietary needs.

At the end of the school day all Early Years and KS1 children are collected by Blast staff. If any children on the register are not in the building the Blast staff will ask the member of staff at the respective door to find out if the child has gone home with parent/carer. If there is an uncertain reply, the office staff will phone the parent/carer to ascertain where the child is. KS2 children make their own way to the Hub. If a child does not appear within a 5-minute time frame, the Blast play leader will go to their class area and speak with staff, and, if necessary, phone parent/carer to confirm child's whereabouts. In all cases, where the Blast play leader cannot get a satisfactory answer as to where a child is a member of the senior leadership team will be informed immediately.

**This policy is available in alternative formats upon request.**