



## **Breakfast and After School Policy**

**Date Agreed by Governors:** \_\_\_\_\_

**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 Website. If you pay by Childcare voucher or via Tax-Free Childcare via <https://childcare-support.tax.service.gov.uk>, you will have to contact Mrs. J Sherer to book your place due to the School Money Website only accepting cash payments at the time of booking. The School Business Manager will track the voucher payments online. Bank cards can be accepted at the office for payment if School Money is unavailable.
- 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 Manager 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 8.45/8.50am. Children should not be dropped off prior to 7:30am.
- After School club is held in The Hub and is open to all pupils from Reception to Year 6 from 3.00/3.10pm to 5.30pm. All children must be collected by 5.30pm.
- 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
- Children are always accompanied to the toilet in the main corridor to ensure safety and security
- All activities are cleared up by 8.35/8.40 am so that the children are ready for the start of school at 8.45am
- 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
- Wholemeal toast/bread
- Low fat spread
- Cereal
- Fruit
- Juice
- Bagels

On occasions there are themed days when other food items may be chosen e.g.

- Cooked breakfast
- Baked beans

### **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 Breakfast Club environment and equipment that is used. The Blast Manager completes a check list every morning and afternoon before the session starts.

### **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. Alternatively, if preferred, a snack can be brought to Blast from home to suit your dietary needs.

If, for any reason, a child is late being picked up, the Blast Manager will be in constant contact with the parent/carer in order to bring the situation to an end at the earliest possible opportunity. If the Blast manager cannot reach the parent/carer of a child who is late, senior management is to be contacted and a plan will be drawn up to rectify the situation.

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 manager will ask the member of staff at the respective door in order to find out if the child has gone home with parent/carer. If there is an uncertain reply, the Blast manager will phone the

parent/carer from the Blast mobile phone, which is carried with her, straight away in order 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 manager will go to their class area and speak with staff, and, if necessary, phone parent/carer if to confirm child's whereabouts. In all cases, where the Blast manager cannot get a satisfactory answer as to where a child is a member of the senior leadership will be informed immediately.

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