



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 snack, and engage them in play/activities
- Staff preparing food have successfully completed food hygiene training
- 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 via <https://childcare-support.tax.service.gov.uk>, you will need to ensure your money is transferred over to the School account prior to booking. Once received in the bank the credit is added to your child's School Money account.
- Same day cancellations remain chargeable to parents (the cut off to amend your booked place is up to midnight of the day before). Same day bookings are not available on School Money, but parents can telephone the office to check if there are spaces and as long as there is credit on the child's account the office staff will book the place.
- The only exit/entrance to BLAST is supervised and is outside of the Y4 classroom
- Children In Year 4 and below are signed in by their parents on arrival in a morning and children are signed out by BLAST staff on their departure in the afternoon.

ORGANISATION

- Breakfast club is available 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.

There are 2 drop off options for parents/carers:-

Early drop off from 7.30am (children who require breakfast must be in BLAST by 8.20am)

Late drop off which is at 8.30am (children are not allowed to be dropped off at 8.40am due to the younger children moving to their classes in time for registration).

- After School club is open to all pupils from Reception to Year 6 from 3.10/3.15pm and there are 2 pickup options for parents/carers:-

Early pick up is until 4.15pm

Late pick up is until 5.30pm.

- BLAST have a late collection fee for any child collected after their time.

For the early pick up any child collected after 4.20pm will incur a late fee of £5.

For the late pick up there is a banding fee please see below:-

Collection between 5.35-5.40pm - £5

Collection between 5.41-5.50pm - £10

Collection between 5.51-6.00pm - £15

Collection after 6pm - £20

As each child finishes their breakfast/afternoon snack they will leave the table and join an activity.

- Emphasis is placed on good table manners and behavior
- Morning activities are cleared up by 8.25am so that the children are ready for the start of school at 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

RISK ASSESSMENT

Risk assessments are periodically carried out for the Breakfast Club environment in line with the rest of school.