



Extended Schools

Breakfast and After School Club

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Introduction

The Singlewell Primary School Breakfast and After School Clubs are run by Singlewell Primary School and exist to provide high quality out-of-school hours' childcare for our parents. They provide a range of stimulating and creative activities in a safe environment and promote healthy eating.

The Breakfast Club operates from 7:30am-8:40am and the After School Club from 3:05pm-5:45pm, term time only.

Current costs and a registration pack for each Club can be obtained from the school office.

All parents must complete a registration form for each child attending the club and sign the agreement and rules for each club to adhere to the terms of this policy.

Admissions

- Only children attending Singlewell Primary School are eligible to attend the Breakfast and After School Clubs.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a copy of this policy and this policy is available to view via our school website.
- All club staff are made aware of the details of any newly registered children.
- Children's attendance is recorded in a register.

Registration

Only children for whom a Registration Form has been completed and whose place has been confirmed in advance (whether for regular or ad hoc attendance) may attend Singlewell Primary Breakfast and After School Clubs. All sessions must be pre-booked.

Bookings

Bookings are made and paid for online only via www.scopay.com/singwellpri. Bookings are on a first come first served basis, please book as soon as possible to avoid disappointment. If no space is available, then please contact the school office to be placed on a waiting list, but we will not be able to guarantee that a place will become available.

Parents wishing to pay for their sessions via employee schemes/vouchers, these will be accepted wherever possible but must be pre-agreed with the school. Please inform the school office as soon as possible if this is your method of payment to enable the Scopay system to be updated to allow you to make a booking.

For instructions on how to make a booking please [click here](#).

Payment of Fees and Cancellation

Parents will be given one term's notice of any change in fees which will be reviewed annually by the Full Governing Body of Singlewell Primary School.

The parent signing the Clubs registration forms and clubs agreement and rules is known as the 'Contracting Parent' and is responsible for booking and payment of all fees.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Staff will treat all matters in confidence and arrange for discussions to be conducted in private.

Payment via employee schemes/vouchers will be accepted wherever possible but must be pre-agreed with the school. The School reserves the right to exclude children if fees are unpaid after a reminder and parents are advised to contact the school in case of any difficulties with payments. No refunds will be given for non attendance due to sickness or any other absence or for sessions only part attended.

Forty-eight hours' notice is required if a place is no longer required, the online booking system will allow you to make changes up to forty-eight hours before the session. Charges will be made for the booked sessions within the notice period whether or not the child attends.

A child will leave Singlewell Primary Breakfast and After School Clubs when he/she leaves Singlewell Primary School.

No partial refund will be given if a child attends too late to receive breakfast or does not require breakfast. Breakfast will be served until 8.15am. **Any child arriving after 8.15am will not be served a breakfast.**

In the event of school closure, for example due to weather, a full refund will be given against the next term's fees for regular and ad hoc bookings. Any credits at the end of Year 6 or if the child transfers mid year to another school will be refunded.

Charging Policy

Singlewell Primary School has a Charging Policy that includes details of payment methods and pursuance of outstanding fee payments. The Policy is available for inspection.

Safeguarding

The Singlewell Breakfast and After School Clubs will follow the school's safeguarding procedures. A Risk Assessment has been carried out for both the Clubs. This Risk Assessment will be reviewed annually by the school. Parents will agree to accept the authority of the Club Supervisor and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child.

Arrival Arrangements

Parents should bring their children to the Breakfast Club by the Back Entrance and ring the door bell. Their attendance will be registered by the Club Supervisor. Once the session begins, a register of attendance will be taken and the children must stay in the Club until the beginning of the school day when they will be escorted to the classroom (KS1 and Reception) or walk to their classroom independently (KS2) where a member of staff will be on duty to welcome the children.

It is the responsibility of the Class Teacher to bring the children attending the After School Club in their class into the After School Club. The Club Supervisor will register the children and investigate if a child is expected but does not arrive. Absent children will be followed up from the school's class registers at the beginning of the school day in accordance with our normal school procedures.

Collection Arrangements and Late Collection Fines

Parents should collect their children from the Back Entrance and they will be required to sign out their child. Once the session begins, a register of attendance will be taken and the children must stay in the Club until they are collected by their parent/carer. We will not permit children to be collected by anyone under the age of 16 years old. Parents must inform the school office if their child is going to be absent from the After School Club.

Late collections after 17:45 will be charged at £5.00 automatically, £10 after 15 minutes, £15 after 30 minutes to cover the costs of salary rates for the two members of staff who need to remain to supervise your child. If children are not collected by 18:15pm and the Club Supervisor has not received any notification of this from parents/carers, the police/social services will be contacted. If a Parent/Carer consistently arrives late to collect their child, their After School Agreement will be terminated.

Parents unable to collect their children from the After School Club are requested to telephone (not text) the Club Supervisor giving the name of the person collecting their child, their relationship to the child and ensure that they are aware of the child's password. No child will be allowed to walk home from the After School Club alone.

Special Dietary, Allergies, Medication Requirements, Illness, Accidents, First Aid & Emergencies

Any Special Dietary requirements (for example due to allergic reaction or cultural or religious beliefs) must be notified on the Club Registration Form.

If a child becomes ill during a Club session, every attempt will be made to contact one of the people listed on the Registration Form, to arrange collection of the sick child. The child will be cared for until collected.

In case of a minor accident, basic First Aid will be administered. In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/legal guardian to advise or discuss with him/her the course of action to be taken. All accidents and emergencies are entered in the Accident Log.

The Breakfast and After School Clubs operate under the same procedures as Singlewell Primary School with regard to First Aid, Illness and Accident Reporting. The member of staff at the club is first aid qualified and has a food hygiene certificate.

It is the responsibility of the parent/carer to bring their child into Breakfast Club. Absent children will only be followed up from the school's class registers at the beginning of the school day in accordance with our normal school procedures.

Only medication such as inhalers will be administered by the Club staff and a consent form/care plan must be completed by the parent/carer. Prescribed antibiotics must be administered before the child attends the Breakfast Club.

Parents are asked to inform the school immediately of any change of emergency contacts or medical needs.

Refreshments

Singlewell Primary Breakfast and After School Clubs will provide a selection of healthy refreshments and snacks for the children in line with the School's Food Policy. Fruit and fresh drinking water is available to all children at all times. All snacks are healthy and nutritious and are prepared on the premises by staff. It is the parents' responsibility to report any food allergies on the Registration Form when joining the Clubs and to ensure that this is updated should circumstances change. At least one member of staff on duty holds a Basic Food Hygiene Certificate.

Equal Opportunities

Both Clubs are committed to equal opportunities as stated in the school's equal opportunities scheme. We make every effort to accommodate and welcome any child with additional needs. Staff will liaise with parents/carers and relevant professionals to meet the child's specific needs. Each case will be assessed individually and risk assessed to ensure everyone's safety. We will endeavour to accommodate all children of all ability, whilst working within the club's limitations.

Loss of Property

The Clubs will not be liable for loss of property brought onto the premises by parent/carers or child. Mobile phones can only be brought into school by Year 6 and will be required to be handed to the Supervisor until the end of the Club session.

Positive Behaviour and Discipline

Children are expected to show a good standard of courtesy and behaviour at all times. The Breakfast and After School Clubs are part of Singlewell Primary School and as such children are expected to follow the same guidelines as documented in the Positive Behaviour and Anti Bullying Policy which can be found on the school website.

Any discipline problems will be brought to the parents' attention by the supervisor. If the problem cannot be resolved, then the problem will be referred to the Headteacher. If the conduct of the child continues to be unacceptable and it appears to the supervisor that the continued presence of the child is incompatible with the interests of Singlewell Primary Breakfast Club and After School Clubs and cannot be resolved, then the place will be withdrawn.

To ensure the safety of pupils using the Breakfast and After School Club we have particular requirements regarding behaviour. Below is a copy of the agreed code of conduct.

Every pupil should:

- Observe normal school rules
- Co-operate fully with staff at all times
- Be punctual at all times
- Be considerate and polite to others at all times
- Respect requests and requirements made by staff
- Look after equipment and resources
- Abide by the Breakfast Club and After School Club Agreement and Rules

Any needs/concerns that you may have should be brought to the staff's attention and you are welcome to discuss your concerns with the Club Supervisor or the Headteacher.

School Policies

All other Singlewell Primary School policies not mentioned in the Terms and Rules will be adhered to by the Singlewell Breakfast Club and After School Club.

Quality Assurance

Senior leaders of the school will monitor the Breakfast and After School Clubs at least once each term. They will observe, talk to children and check play plans. At least once each year, a full audit of the provision will be carried out by a senior leader and a governor. External monitoring will be carried out by Ofsted who will inspect the provision as part of the school inspection.

Complaints

In the event of a parent wishing to make a complaint, this should be made in the first instance to the Club Supervisor. If a parent is still concerned, then the matter should be referred to the Headteacher. Parents are also referred to the Singlewell Primary School's Complaints Procedure.