

Updated: September 2019

Review: September 2020



Cornerstone Multi Academy Trust

Breakfast and After School Care Provision

Introduction

The Breakfast and After School Club provision was established at the school in September 2014.

The Breakfast club runs from 7.30am to 8.45am and the After School Clubs runs from 3.30pm to 6.00pm term time only.

Children in the school reception class and up to Year 6, are able to attend, and there is a separate club for Nursery children. The clubs are not open to children who do not attend a school within Cornerstone Academy Trust School.

Ofsted Registration

The provision is registered as part of the Broadclyst Primary School's Ofsted registration and its URN is 136280.

Setting Information / Features

The Breakfast club provision is run from the school halls. The After School Clubs are run from the classrooms.

- Food preparation area
- Toilets
- Toys, games, art equipment, tablet computers, books etc
- Outdoor space (outside toys, games, field etc)

Activities are organised by the staff on duty. Cereal and toast is offered to those children who attend breakfast club and snacks are available to those children who attend after school.

Childcare Provision – Staffing

The school will maintain the level of staffing in the provision in accordance with Early Years Foundation Stage Framework. A copy of which can be found following this link:

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

This states that:

‘Where the provision is solely before/after school care or holiday provision for children who normally attend Reception class (or older) during the school day, there must be sufficient staff as for a class of 30 children. It is for providers to determine how many staff are needed to ensure the safety and welfare of children, bearing in mind the type(s) of activity and the age and needs of the children. It is also for providers to determine what qualifications, if any, the manager and/or staff should have. Providers do not need to meet the learning and development requirements in Section 1. However, practitioners should discuss with parents and/or carers (and other practitioners/providers as appropriate, including school staff/teachers) the support they intend to offer.’

The club has a maximum of 45 places available, booked on a 'first come, first served' basis. A minimum of 3 members of staff will be present on site during the opening hours of the breakfast and after school clubs.

A leadership team member will always be available, each day that the club is open and for its opening hours.

The school has a first aid policy. A qualified paediatric first aider will also be present on site at all times.

The school has an administration of medicines policy and this is followed by the Breakfast and After School club.

Where a member of staff is absent; the leadership team member will ensure replacement staff are found so adequate ratios of staff to children are maintained at all times.

Booking and Payments

Parents and guardians are able to book the provision via the school's online payment system, Wisepay. Payment must be made at the time of booking to secure a place for your child.

After school club is paid for as follows per child:

- 3.30pm – 4.30pm
- 4.30pm – 5.00pm
- 5.00pm – 6.00pm

No discounts are offered to sibling bookings.

Bookings and payments must be made no later than 3 days before, to allow suitable time to arrange staffing. Any late bookings (later than 3 days prior) may incur an additional admin fee.

Booked sessions will need to be cancelled 7 days in advance, in order to receive a refund. Any sessions cancelled less than 7 days prior, will not be refunded.

Health and Safety

The school has a Health & Safety Policy, relevant Risk assessments and an Emergency evacuation procedure. The Breakfast and Afterschool club follows these policies and the reporting of accidents and issues are all managed in accordance with the main school policies and procedures.

Site Security and child safety (first aid, club cards, sign in / sign out)

At Broadclyst the hall is accessible each day by the use of the key card from 7.30am each day. Each club user's parent(s) or guardian(s) are issued with an access key card which details those who are authorised to collect each child that attends. The cards have time specific details coded on them so that they are only usable during the club times i.e. outside these hours the cards will not work.

At Westclyst and Yeo Valley parent's need to ring the doorbell and wait for a member of staff to let them in.

The schools have electronically locked gates at their main entrance to ensure secure access to the overall site. The school paces are enclosed with fencing and hedging.

Photos of each authorised person is held on the school's records. All members of staff are able to access the photo records to ensure only authorised persons collect the children.

Each parent / guardian signs an agreement form (see appendix) which sets out the obligations they have in maintaining and securing their entry card. A copy of this form is held on the school records.

Unless agreed otherwise, each morning breakfast club users are taken to the breakfast club by their parent or guardian who signs them in.

Each day after school finishes, the children from Year Reception – Year 4 are collected from their classrooms and taken by a staff member to the club setting. It is expected that children from Year 5 & 6 will make their own way across the playgrounds to the setting. This same principle applies to children who attend the school's after school activities.

The sign in and sign out sheets are retained and passed to the school administration team so that they can reconcile sessions taken versus payments (see next section).

Emergency Number

As the breakfast and after school club operate outside of standard school hours a phone line for users of the club is manned by the staff within the provision. This enables parents to talk to the staff members if there are any issues i.e. they are running late.

The number is: **01392 304040**

Complaints Procedure

In the event of a complaint, the school's complaints policy would apply.

Joiners, leavers, changes and annual renewal

Joiners will be expected to complete an application form which confirms that a child(ren) would like to join. This will include a code of conduct agreement and ask for the authorised collectors photographs.

Once received, the administration team will review the request, instigate the creating of a membership card (which includes details of the authorised collectors) and they will confirm whether the sessions requested are available.

Once confirmed payment needs to be made via WisePay and the details are added to the OneNote registers for the relevant dates. Two membership cards will also be issued. In the event of the card being lost it is imperative that you inform the school so the card can be blocked. A charge of £5 will be made for a replacement.

The usage of the club will be reviewed on a regular basis. If you no longer wish to use the service, please inform the school so places can be offered to others and you will be asked to return the cards so that they can be destroyed.

In the event of a pupil leaving the school mid-year or at the end of the academic year their cards will be deactivated.

The breakfast/Afterschool club will follow the school's Behaviour; a copy of which can be found on our school website. Please familiarise yourself with this document. Bad behaviour and bullying will not be accepted, parents will be informed of any inappropriate incidents and if need be, a child will no longer be allowed to attend. Any needs/concerns that you may have should be brought to the staff's attention and you are welcome to discuss your concerns with a member of the Leadership Team.

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**Breakfast and After School Club Booking Form
(Please complete this and return to the school office)**

Child's Name: Class:

Please complete the table below with details of all authorised collectors (photos to be collected separately via Reception or Afterschool Club staff). This is not required if an existing user and you have already completed.

Name	Relationship	Telephone Number

Please complete the table below with preferred sessions, in accordance with the timings outlined in the Breakfast and Afterschool Care Provision document.

Day	Breakfast Session (Please tick)	Afterschool Session (Time From : Time To)	
Monday		Time From:	Time To:
Tuesday		Time From:	Time To:
Wednesday		Time From:	Time To:
Thursday		Time From:	Time To:
Friday		Time From:	Time To:
No set day (Use on an ad-hoc basis)		Please tick: <input type="checkbox"/>	Please provide as much information as you can about your ad-hoc use:

I would like my child to attend the Breakfast/Afterschool Club and confirm that I agree to the terms and conditions relating to fees and behaviour as set out in the Breakfast Club Admissions and Fees Policy and Procedure and Behaviour Protocol attached.

Name:

Signature:

Date: