

January 2025



Cornerstone Multi Academy Trust

Breakfast and After School Care Provision

Introduction

The Breakfast Clubs across the Trust run from 7.30am to 8.45am, and the After School Clubs runs from 3.30pm to 5pm at Yeo Valley, 3.30pm to 5.30pm at Countess Wear, Clyst Heath and Marpool, and 6.00pm at Westclyst, Monkerton and Broadclyst. This is term time only.

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

Ofsted Registration

The provision is registered as part of the individual school's Ofsted registration.

Setting Information / Features

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

- A food preparation area
- Toilets
- Access to other classrooms
- 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 are offered to those children who attend the Breakfast Clubs and snacks are available to those children who attend After School Clubs.

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:

[Statutory Framework for the Early Years Foundation Stage](#)

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 clubs have up to 45 places available, dependent on the school, booked on a ‘first come, first served’ basis. A minimum of 2 members of staff will be present on site during the opening hours of the Breakfast and After School Clubs. Additional members of staff will be present where booked numbers exceed 30.

A leadership team member will always be available in each school, each day that the club is open and for its opening hours. The leadership team rota is posted in the Breakfast and After School Club Team

The Trust has a first aid policy and a qualified paediatric first aider will be always present on site, and working in the nursery breakfast and after school club.

The Trust has an Administration of Medicines Policy, and this is followed by the Breakfast and After School Clubs.

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

New users of the Breakfast and Afterschool Clubs are required to read this policy.

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

After School Club at Westclyst, Monkerton and Broadclyst is paid for as follows per child:

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

After school club at Yeo Valley is paid for as follows per child:

- 3.30pm – 4.30pm
- 4.30pm – 5.00pm

After school club at Countess Wear and Marpool is paid for as follows per child:

- 3.30pm – 4.30pm
- 4.30pm – 5.00pm

After school club at Clyst Heath is paid for as follows per child:

- 3.30pm – 6.00pm

No discounts are offered to sibling bookings.

Bookings and payments can be made up to 7.30am on the day for breakfast club, and up to 12.30pm on the day for the After School Club, subject to availability of places, that are limited due to staff/pupil ratios.

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 Trust has a Health & Safety Policy, relevant Risk assessments and an emergency evacuation procedure. The Breakfast and After School Clubs follow these policies and the reporting of accidents and issues are all managed in accordance with the main Trust policies and procedures.

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

Parents 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 spaces are enclosed with fencing and hedging.

Unless agreed otherwise, each morning Breakfast Club users are taken to the Breakfast Club by their parent, carer 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 to the setting. This same principle applies to children who attend the Trust's extra-curricular after school activities.

When dropping off and picking up your child, you will need to provide your child's name and password to the member of staff as you hand over your child or collect. We notify parents of their child's password when they join the Trust.

If you would like someone other than the usual parent or guardian to pick up your child at any time, please share the password with them as, on arrival, they will be asked for their name, the name of the child and the password.

The breakfast and after school club registers are retained and passed to the school administration team so that they can reconcile sessions taken versus payments.

Emergency Number

As the Breakfast and After School Clubs operate outside of standard school hours, a telephone line for users of the club is manned by the staff within the provision. This enables parents, carers or guardians to talk to the staff members if there are any issues e.g they are running late.

The Trust's number is: **01392 304040**

Broadclyst **01392 304196**

Westclyst & Monkerton **01392 304238**

Yeo Valley **01392 304230**

Complaints Procedure

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

Behaviour Policy

The Breakfast/After School Clubs will follow the Trust's Behaviour Policy; a copy of which can be found on our Trust website. Please familiarise yourself with this document. Bad behaviour and bullying will not be accepted, parent(s), carer(s) and guardian(s) 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.