Radcliffe Primary School

Breakfast and After School Club



Radcliffe Primary Breakfast and After School Clubs

At Radcliffe Primary School we provide a Breakfast and After School Club for all children aged between 4 and 11 years.

The club is governed by Radcliffe Primary School and follows the policies and procedures of the school.

Overall Aims and Objectives

Our aims are:

- To provide 'Out of School Care' in a safe and secure environment for the children of our parents.
- To provide a variety of stimulating and exciting play opportunities for the children in a group situation.

To achieve our aims:

- We will hold breakfast and After School club sessions every day.
- We will regularly clean and inspect the premises and equipment used.
- We will ensure that there is a qualified first aider on the premises at all times.
- We will implement regular fire drills and ensure that all staff and children are aware and familiar with the procedure.
- We will encourage the children to be independent, to experiment, to be creative and to develop self discipline and acceptable behaviour.

All care staff are employed by Radcliffe Primary School in accordance with OFSTED regulations which require Disclosure and Barring Service checks to be carried out.



About the Breakfast and After School Club (Open Term time Only)

The Breakfast Club times are between 7.45am and 8.55am

The After School club offers 2 different types of provision:

3.15pm to 4.30pm with a cost of £3.00 per session
3.15pm to 5.45pm with a cost of £5.50 per session



What we offer:

In Breakfast Club we provide a healthy breakfast. The children will be able to choose from a selection of Crumpets, toast, fruit, milk and juice.

In the After School Club children staying up to 4.30pm will be offered a drink/fruit or biscuit. Any child staying after this time will be offered a light snack , ie pizza/garlic bread or pasta.

We promote independence, by encouraging children to prepare their own food. We use fresh ingredients and fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

All of our staff have significant experience of working with children and undertake professional development training as well as First Aid and Food Hygiene Training. All staff members are DBS checked. We maintain staff/child ratio of 1:8 for children under the age of 8 in line with statutory requirements.

TERMS AND CONDITIONS

Admission

Admission to the Breakfast and After School Club is organised by the School Office and we use a waiting list when the need arises. We can accommodate a maximum of 25 children aged between 4 and 11 at any given time.

Payment of fees

Breakfast Club 7.45am – 8.55am
£3.00 per session

After School Club 3.15pm – 4.30pm
£3.00 per session

After School Club 3.15pm – 5.45pm
£5.50 per session

You should book your child onto either of the clubs by using the Arbor app (please ask the office to send you a link) you will be allowed to book and pay for which days or weeks you require well in advance.

Refunds will **only** be authorised if your child goes home unwell from school or has been absent due to sickness that day.
NO refunds will be authorised for any other reason

Dropping off your child and collecting them

In the morning you can drop your child off at the club entrance. There will be a member staff to let your child in. Breakfast Club finishes at 8.55am and the children will be escorted to class.
When you come to collect your child from After School Club you need to come to the club entrance.

To underpin the values and ethos of our school and the Club, it is our intent to ensure our children/young people are appropriately safeguarded. Our safeguarding Policy is available on our website at www.radcliffeprimary.bc-et.co.uk

Activities in Breakfast and After School Club

The activities have been developed to ensure there is a balance between educational, creative and active opportunities. Activities include: board games, arts and crafts, construction play, Lego, Kinect and outdoor play. Children also have access to a large interactive whiteboard and there is a quiet, relaxing reading area.

Behaviour
There is a list of rules for acceptable behaviour whilst at the club as well as adhering to Radcliffe Primary School's behaviour policy.

Children are expected to respect each other, staff and visitors.

1. Staff will encourage a caring atmosphere, of consideration and respect for everyone attending.

2. We aim to encourage appropriate behaviour through praise and good behaviour.

A high standard of behaviour is expected from the children attending the club. Therefore, if a child persistently misbehaves they may be given a period to 'cool down'. Continual or extremely bad behaviour will result in dismissal from the club. The club reserves the right to charge parents for any extra expenses incurred, due to disruptive behaviour.

Accidents

1. In order to ensure the best care for your child please ensure you give the club up-to-date information regarding the child's needs, especially medical conditions and dietary requirements.

2. The club holds full insurance cover for accident and public liability.

3. In the event of an accident or injury every effort will be made to contact the preferred contact as soon as possible.

The safety and care of all children is the priority of the club. However, should an accident occur which is the result of your child disregarding advice or instructions the club cannot be reasonably held responsible. If a child has an accident during their time at the club, the details will be recorded and shown to the parent/carer at the time of collection. A signature will be required to confirm that they have been notified.

Registration, Medical Information and Consent Forms

For Health and Safety reasons, all children attending the club MUST be registered and have a completed Medical Information Form before their first session with us. We will also ask you to read and sign a contract that covers all of these necessary details.

All records will be stored in a secure place and all staff will be aware that this information is strictly confidential and that it should not be passed on to anyone outside of the club. The only exception to this is if a child is considered to be 'at risk,' in which case our child protection policy will override any confidentiality, as it is our duty to pass on such information to the relevant authorities.

Management

The club follows the policies and procedures of the School. The Clubs are managed by the Head Teacher, who reports to the Local Governing Body of Radcliffe Primary School each term. We reserve the right to make changes to this contract and will always inform parents in advance.