



## **Breakfast and After School Policy**

**Date Agreed by Governors:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **(Chair of Governors)**

**Signed:** \_\_\_\_\_ **(Headteacher)**

## 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 tea, and engage them in play activities
- Staff preparing food have successfully completed food hygiene training
- In addition to regular staff there are occasional days when sports coaches or other specialists will also set up activities for the children
- Parents may pay daily or weekly (in advance). Payments can be made in cash, cheque, (made payable to St Helens MBC) Childcare voucher or via Tax-Free Childcare via <https://childcare-support.tax.service.gov.uk>. However, you will have to notify Mrs. J Sherer and the School Business Manager in order for them to be able to track the payments online. Bank cards, including credit-cards cannot be accepted.
- Parents may choose to use BLAST for occasional days or whole weeks (subject to availability)
- The only exit/entrance to BLAST is supervised and is outside of the Y4 classroom
- Parents should sign their children in and out of the club

### ORGANISATION

- Breakfast club is held in The Hub and is open to all pupils from Reception to Year 6 from 7.30am to 8.45/8.50am. Children should not be dropped off prior to 7:30am.
- After School club is held in The Hub and is open to all pupils from Reception to Year 6 from 3.00/3.10pm to 6.00pm. All children must be collected by 6:00pm.
- Parents and pupils should enter the school site through one of the gates and then enter the building from the double door between Years 3 and 4
- Pupils are welcomed by the staff who registers the children, assists the younger children with their outer clothing and bags and helps them to collect their breakfast

As each child finishes their breakfast s/he then leaves the table and joins an activity

- Emphasis is placed on good table manners and behaviour throughout
- Children are always accompanied to the toilet in the main corridor to ensure safety and security
- All activities are cleared up by 8.35/8.40 am so that the children are ready for the start of school at 8.45am
- 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

### **BREAKFAST**

Children are provided with a healthy breakfast consisting of a variation of the following:

- Semi-skimmed milk
- Wholemeal toast/bread
- Low fat spread
- Cereal
- Fruit
- Juice
- Bagels

On occasions there are themed days when other food items may be chosen e.g.

- Cooked breakfast
- Baked beans

### **AFTER-SCHOOL SNACK**

Children are provided with a healthy snack. There is a lighter snack served to the children who are on the early pick up and a more substantial snack served to the children who are there for a full session.

### **RISK ASSESSMENT**

Risk assessments have been carried out for the Breakfast Club environment and equipment that is used. The Blast Manager completes a check list every morning and afternoon before the session starts.

### **RETAINER FEE**

From September 2018, due to increased numbers and having a waiting list, a retainer fee will be applicable in some cases:

You will be charged for all places that you book, however if it becomes clear that you only use some of them on a regular basis and others on an ad-hoc basis, you may be able to book them on a retainer – meaning you will not be charged the full price – ideal for shift workers. You will be asked to pay a retainer fee for the sessions you haven't used that week that are reserved for you, i.e. you need a Wednesday after school but only use 3 days per month due to your working pattern – the fourth Wednesday will be charged as a retainer if you don't use it. You will be advised if the retainer fee applies when you book your sessions in with the Blast manager.

The retainer fee is priced as follows- £1.50 for the breakfast session and £3.50 for the after-school session.

If you do not wish to pay the retainer fee and secure your places, you always have the option to either text or phone the Blast manager on **07496 080115** to see if there is room for you on the session you require.

If, for any reason, a child is late being picked up, the Blast Manager will be in constant contact with the parent/carer in order to bring the situation to an end at the earliest possible opportunity. If the Blast manager cannot reach the parent/carer of a child who is late, senior management is to be contacted and a plan will be drawn up to rectify the situation.

At the end of the school day all Early Years and KS1 children are collected by Blast staff. If any children on the register are not in the building the Blast manager will ask the member of staff at the respective door in order to find out if the child has gone home with parent/carer. If there is an uncertain reply, the Blast manager will phone the parent/carer from the Blast mobile phone, which is carried with her, straight away in order to ascertain where the child is. KS2 children make their own way to the Hub. If a child does not appear within a 5-minute time frame, the Blast manager will go to their class area and speak with staff, and, if necessary, phone parent/carer if to confirm child's whereabouts. In all cases, where the Blast manager cannot get a satisfactory answer as to where a child is a member of the senior leadership will be informed immediately.

**This policy is available in alternative formats upon request.**