

# Roberttown CE (vc) J&I School

## Breakfast Club and Rascals Policy



### Rationale

Our school breakfast club began in January 2006. The club aims to provide a welcoming and convenient start to the day for the children of working parents and carers. We aim to provide a warm and friendly environment where the children can come and have a nutritionally balanced breakfast and can partake in a range of active or more relaxed activities with friends.

Our after school club, Rascals, began in January 2011. The club aims to provide a pleasant, positive, relaxing end to the day for all children and a convenient end to the day for working parents and carers.

The pastoral welfare of all our pupils during Breakfast Club and Rascals reflects the care shown within our school at all times.

Breakfast Club is open from 7.30am to 8.45am Monday to Friday (term time only)

Rascals is open from 3.15pm to 6pm Monday to Friday (term time only)

### Equality

We are committed to upholding the Equality Act 2010 and ensuring equal opportunity for all our children, staff, parents and carers. No one who uses the club will be discriminated against on grounds of colour, gender, religion, disability or social background.

### Staffing

All staff at the breakfast club and after school club are employed by the school and have undergone DBS checks. Our staff is committed to ongoing training and development.

### Policies

Our Breakfast and After School Clubs follow our school policies. These include:

- Behaviour

- Anti-Bullying
- Emergency Evacuation
- Safeguarding
- Equal Opportunity
- Health and Safety
- Medicine
- First Aid
- Food Policy

## **Activities**

A range of activities are provided at Breakfast Club and Rascals. These include:

- Physical activities- inside and outside
- Crafts and making
- Indoor and outdoor games: hoops/bats / balls / skipping ropes
- Reading, colouring
- IT suite

## **Admissions Policy**

Our Breakfast Club and Rascals require separate registrations but follow the same admissions policy.

Roberttown School Breakfast Club has 38 places available each day.

Rascals has 30 places available each day.

1. Parents are required to fill in a registration form at the time of initial registration.
2. Payment should be made **in advance** through ParentPay or childcare vouchers. Cash is not accepted.
3. Payment must be made for all days booked. No refunds are given for absence due to illness or holiday.
4. If outstanding payments are not settled after 4 weeks then the place will be revoked and you will be informed in writing. A place will only be offered again should space be available.
5. The registration form will be renewed each year and parents should ensure that Breakfast Club and/or Rascals is informed of any changes immediately.
6. Children may be withdrawn from the club during the course of the year on receipt of 4 weeks' notice in writing. A child can only be reinstated with the club if space is available.

7. Casual places will be permitted at any time during the year providing spaces are available and a registration form has been completed.
8. Registration forms for the new academic year will be issued in the previous summer term.
9. A waiting list will be opened in September of each year for:
  - Current pupils who currently have not got a place
  - Siblings of existing members who are expected to begin school the following year.

### **Admission priorities:**

Please note – booking forms must be returned by the specified date for places to be allocated through this priority.

- a. Existing members who have used the club each week, or as prescribed by their pre-arranged shift pattern, during the current Spring and Summer term.
- b. Pupils of the school who are currently on the waiting list.
- c. Siblings of current members who are on the waiting list.
- d. New members

We will endeavour to accommodate everyone as much as possible and as fairly as possible.

If a parent/carer is experiencing difficulty with payment of fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

### **Behaviour**

Children attending our Breakfast and Rascals Clubs are expected to follow the same high standards of behaviour that we expect during the school day. Please see below for specific detail from the school Behaviour Policy. The Behaviour policy is available on the school website.

#### ***Breakfast/Rascals Out of School Club***

*Good behaviour is expected when children are attending Breakfast Club and Rascals, the Out Of School Club. A variety of games and activities are provided for the children. Activities such as scissors, glue, computers, sand, water, construction kits are available, children will only be able to access these with adult supervision. All elements of the school CARE code should be followed and if a child demonstrates behaviour which is deemed unacceptable the Senior Play leader and parents will be notified.*

## **Breakfast Club/Rascals Behaviour**

*The playleaders will use steps 1 and 2 followed by:*

- *A rule reminder for the child*
- *A quiet warning (using this word) so that the child knows what will happen and why*
- *The child staying with the play leader for up to 15 minutes depending on age and then returned to the play activities or their tea.*
  
- *Refer to the Senior Play leader.*
  
- *A significant or persistent behaviour incident should be dealt with via the class teacher.*

### Breakfast Club Procedures:

- 7.30am Y3 / 4 door to be opened by member of Breakfast club team
- After this intercom to be used and children to be let in by pressing the button on the intercom –check monitor before opening door
- Children sign in on entry
- Breakfast will be served from 8am
- Children can participate in hall and ICT suite at leisure but must inform member of staff when visiting toilets
- During the summer if weather is fine, the children may play on KS2 playground with a member of staff but must have breakfast first (leader to inspect playground to ensure no safety hazards)
- Children not to visit any other area of school unless permission given by a member of staff who must accompany the child
- Each term a fire drill will be conducted at Breakfast club Collection- password

### Rascals Procedures:

- 3.15pm children come through to Rascals from classrooms and self-register
- Be aware of additional children coming to Rascals after clubs
- Intercom to be used to be let parents/carers in by pressing the button on the intercom –check monitor before opening door
- Parent/carer to sign child out.
- Staff to ensure that if an unfamiliar adult comes to collect a child password system is used
- Children can participate in hall and ICT suite at leisure but must inform member of staff when visiting toilets
- During the summer if weather is fine, the children may play on KS2 playground with a member of staff (leader to inspect playground to ensure no safety hazards)

- Children not to visit any other area of school unless permission given by a member of staff who must accompany the child
- Each term a fire drill will be conducted at Rascals After School Club

## **Absence Procedure**

- Parents are required to notify school if their child is going to be absent on their normal day of attendance and specify if their child will be attending Breakfast Club or Rascals.

## **Late Collection Policy**

Parents and Carers must read, agree and sign to the Breakfast Club and/or Rascals Terms and Conditions. The Late Collection policy is part of these terms and conditions.

- Your child's club placement is not confirmed until the school receives signed agreement of the terms and conditions requested at the bottom of the club registration form.

## **Rascals– Late Collection Policy**

- It is extremely important that children are collected on time from our extended services as late collections can cause major issues for the school.
- Parents/Carers must appoint a responsible person to collect their child and those responsible persons must be named on the registration form. It is parents/carers responsibility to ensure those authorised to collect children understand the importance of collecting the child on time.
- Parents/Carers must contact the school if they are aware that they will be late to collect their child. Please contact the Rascals leader on 07591 921401.

## **Sessions booked till 5pm**

- These sessions are paid for until 5pm. Parents/Carers agree to make appropriate arrangements for their child to be collected at the stated finish time.
- Please be aware that when children are collected **after 5pm** additional time will be charged at £3.00 for every five minutes.
- Parents/carers will be reminded of the late collection policy and asked to sign a late collection agreement. The school office will automatically contact parents/carers regarding late fee payment.

## **Sessions booked till 6pm**

- These sessions finish promptly at 6pm. Parents/Carers agree to make appropriate arrangements for their child to be collected at the stated finish time.
- Please be aware that late collection after this time will be charged at £3.00 for every five minutes.

- Parents/carers will be reminded of the late collection policy and asked to sign a late collection agreement. The school office will automatically contact parents/carers regarding late fee payment.

### **Sessions booked till 5 or 6pm**

Parents/carers who collect their child late on a regular basis will be contacted by the school office to arrange a meeting to discuss this issue. We reserve the right to revoke a place for any child in this circumstance and in this instance fees will not be refunded.

### **Review**

This policy will be reviewed as part of our rolling programme of policy review.