

# WITHERNSEA PRIMARY SCHOOL

## BREAKFAST CLUB

### POLICY



To be reviewed Spring 2019

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# Withernsea Primary School

## Before School Club

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### **Introduction**

The Before School Club is run by Withernsea Primary School and exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 7.45 am – 8.45 am, term time. Current costs for each session are £2.50 for Before School. A copy of this policy is provided to all parents of children attending the club and is also available on the school website.

Please note that the club will NOT be open on Teacher Training Days.

***All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.***

### **Admissions**

- Only school age children attending Withernsea Primary School are eligible to attend the club.
- All places are subject to availability and receipt of payment.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register

### **Arrival and Departure**

## **Before School Club**

- Parents/Carers are required to bring their child directly to the club and sign them in. You should enter the club via the staff entrance of the north building.
- Children will be escorted onto the relevant playgrounds at 8.40 am by the club staff.

The club staff will take a register of all contracted children and will liaise with the class/teacher/school office to determine any reason why a child is not accounted for.

## **Daily Routine**

### **Morning Session**

- 7.45 am – 8.40 am parents bring their children to Before School Club situated in the nurture room where a range of activities are set out.
- 8.00 am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.
- 8.35 am tidy up time encouraging the children to take responsibility for the environment
- 8.40 am children collect their coats and bags. Both KS1 and KS2 children are escorted to their appropriate playground where they meet up with the rest of the children awaiting the start of school.

## **Behaviour**

Whilst attending the club children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.

- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation. (restorative practices)
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

### **First Aid**

- All accidents will be recorded in the school accident book, accurately reported to the parents/carers upon collection.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.

Parents of any child who becomes unwell during the club will be contacted immediately. If a child is sent home during school hours, the club will be informed of their absence.

### **Payment of Fees**

It is a requirement of the club that parents book and pay via SIMS Agora.

The parent signing the club's registration form is known as the 'contracting parent' and is responsible for payment of all fees.

If a parent is experiencing difficulty with payment of their 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.

Payment will be made via an online electronic payment system – 'SIMS Agora' and information on accessing this will be given to parents/carers separately

### **Procedures for payment of fees**

- Payments will be made by accessing the online payment facility, SIMS Agora.
- If payment is not received this may result in a parent losing their childcare place.
- Places must be booked and paid for by adding the dates to the basket and checking out the payment at least two weeks in advance
- Two weeks' notice must be given to reduce the number of sessions your child attends at the club.
- Two weeks' notice must be given to cancel your child's place.

### **Related Whole School Policies:**

- Child protection policy
- Equal Opportunities Policy
- Health and Safety policy



*Withernsea Primary School  
Before School Club Agreement*

I..... parent/carer of.....have read and accept a copy of the club’s policy and agree to abide by the terms there in.

I accept that I am the ‘contracting parent’ for the above child and agree to make **payments to Withernsea Primary School each month when invoiced.**

The sessions in this contract are 7.45 am - 8.45 am

Parent Signature.....

Print name.....

Date.....

Signed.....on behalf of **Withernsea Primary School**

Print Name..... Date.....

# Withernsea Primary School Before School Club



## Pupil Registration Form

### Pupil Personal Information

SURNAME:		FORENAME:	
HOME ADDRESS:			
POST CODE:		TELEPHONE:	

### Mother/Carer Information

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time	1.				
Mobile	2.				
Home	3.				
Work	4.				
Primary correspondence email	5.				

### Father/Carer Information

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time	1.				
Mobile	2.				
Home	3.				
Work	4.				

### Other Contact Information – Please provide at least two

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time	1.				
Mobile	2.				
Home	3.				
Work	4.				
RELATIONSHIP TO CHILD					

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time	1.				
Mobile	2.				
Home	3.				
Work	4.				
RELATIONSHIP TO CHILD					

**PUPIL – MEDICAL INFORMATION**

DOCTOR'S PRACTICE:		MEDICAL CONDITIONS:	
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Is there a current Health Care Plan in school?

YES/NO

**Dietary Information**

Allergies

Vegetarian/Halal

Please specify further detailed information if you have ticked any of the above or would like to add any other relevant information:

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**NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD**

**CHILD'S NAME** .....

Please provide on the list below the full names of all individuals authorised to collect your child from our Before School Club, including parents and carers.

**Relationship to Child**

1		
2		
3		
4		
5		
6		
7		