



Parklands  
Community Primary  
School

**Breakfast Club & After  
School Club Policy**

**Date of Approval:** January 2025

**Review Date:** January 2027

**Reviewed by:** Resources Committee

**Signed by Headteacher:**

**Signed by Chair of Committee:**

## Introduction

The Parklands Breakfast Club and after school club is run by Parklands Community 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.

This policy outlines the procedures and expectations for parents, carers, and pupils participating in the wrap-around care provision.

A copy of this policy is available on the school website.

## Operating Times

The breakfast club operates from 7:45am – 8:45am during term time.

The after school club operates from 3:15pm – 6pm and consists of 3 sessions.

Session 1: 3:15pm - 4:15pm

Session 2: 4:15pm - 6:00pm

Session 3: 3:15pm - 6:00pm

The clubs will only operate during term time.

The current costs for each session can be obtained from the School Office.

## Admissions

- Only children attending Parklands Community Primary School are eligible to attend Club.
- All places are subject to availability and based on a first come first serve basis and we offer 30 paid spaces in each provision. *The Senior Leadership team may offer vulnerable students a space in our Breakfast Club or After School Club which is decided on a individual case by case basis and approved by the Headteacher.*
- The registration process must be completed prior to the child's commencement at the club via MCAS.
- All club staff are able to access details of new children via Bromcom.
- Children's attendance is recorded in a register on Bromcom.

## Breakfast Club Arrival and Departure

Parents/Carers are required to bring their child *directly to club* and sign them in. The gate for breakfast club opens at 7:45. Children should enter the club via the side entrance where they will be met by the Breakfast Club Staff and registered.

At 8:45am children in EYFS and KS1 will be escorted to their class. Key Stage 2, will be sent to their class where they will be greeted by the class teacher.

## After School Club Arrival and Departure

Children who are attending the after-school club will be registered in the community room.

Children in Reception and Key Stage 1 will be collected by a playleader. Children in Key Stage 2 should make their own way to the community room or be delivered by a member of support staff.

Children must be collected by a designated adult who will be required to sign them out.

The designated adult will use the gate and intercom system to gain access to the school premises if collecting after 4:15pm. Children being collected at 4:15pm will be dismissed from the studio doors.

An After-School Club mobile number will be provided for parents to contact the club if they are running late.

A late collection fee will be applied at a rate of £1 per minute, to cover staff overtime costs.

### Daily Routine at Breakfast Club

7:45am - Parents bring their children to Breakfast Club situated in the studio and community room where a range of activities are set out. The children will hang up their coats and bag in the community room.

8:00am - Children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast. A selection of cereal and toast is provided. When the children have finished their breakfast, they will have a choice of activities to complete. The children will be encouraged to be independent learners pouring their own milk and buttering their own toast.

8:30am – Fresh breakfast is no longer served and the children are encouraged to do their own washing up.

8:35am - Tidy up time where we are encouraging the children to take responsibility for the environment.

8:45am - Children collect their coats and bags and are escorted to their class where they meet up with the rest of the children awaiting the start of school.

### Daily Routine at After School Club

3:15pm – Children arrive at the after-school club and are registered.

3:25pm – Children select from a range of games or activities (inside and outside) and are offered a drink and a biscuit.

4:10pm – Session 1 children get ready to go home. Children are taken to the main playground and dismissed when their parents arrive.

4:30pm – Children come inside for their light tea.

5pm – Children continue playing or completing activities supported by the playleaders.

5:50pm – Children help tidy up ready for home time at 6pm.

6:00pm – All children should have left the provision at the end of the session.

### Behaviour

Parklands has adopted the Therapeutic Thinking Model for Behaviour Management. “The process of taking necessary Steps to ensure that every young person is given an equality of opportunity to develop socially, to learn and to enjoy community life.” This statement reflects the philosophy, policy and practice at our school.

At Parklands, everyone has a part to play in the promotion of high standards of behaviour. We aim to create an environment in which pupils can learn and develop to their full potential. We encourage good behaviour through high expectations and mutual respect.

Children achieve best through positive reinforcement, praise and encouragement. Our approach has an emphasis on consistency, on the teaching of internal discipline rather than imposing external discipline, and on care and control, not punishment. It uses techniques to de-escalate a situation before a crisis occurs and, when a crisis does occur, it adopts techniques to reduce the risk of harm.

Whilst attending Club children are expected to following the school’s expectation for behaviour. Children are encouraged to be a Parklands Friend, where they demonstrate the values of: Focus, Respect, Integrity, Excellence, Nurture, Determination.

Children should:

- Use socially acceptable behaviour.
- Follow the Parklands 3.
- 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.
- Celebration assembly for exceptional accomplishments.

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.
- 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 Headteacher may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

### First Aid

At least one member of staff must hold a current First Aid certificate.

All accidents will be recorded on the accident log that is kept on the server. 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. This should be accurately reported to the parents/carer upon collection and signed by a member of staff. The administration of medicines is carried out only under advice and according to school policy. A First Aid box is clearly identifiable and accessible within the community room including an ice pack. Parents of any child who become unwell during Club will be contacted immediately. All playleaders promote safety and ensures precautions are taken to prevent accidents.

### Missing children

In the event that a child goes missing, the following procedure will be undertaken.

Senior school staff will be informed of the missing child.

A playleader will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services and the family will be contacted.

### Payment of Fees

All club members will pay in advance. This can be done via My Child at School where booking and payment can be made. The office staff are available to help with booking a breakfast club place and taking payment.

Fees are to be paid in advance, and payment is due for all contracted sessions even if your child is unable to attend their booked session.

The parent signing the child up for the breakfast club 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.

### Club Facilities

The studio and community room is available for Breakfast Club and after School Club. The children can use the Key Stage 2 playground for outdoor games and the school field.

The facilities are welcoming and we offer a range of activities to promote child development through play. We ensure that the space is child and parent/carer friendly, well lit, properly ventilated and that there is a telephone on the premises.

Provision is made for a quiet area.

There is adequate storage provided.

The toilet facilities available to the members of the club at the end of the corridor.

The preparation of food should be done in the community room. All play leaders have the relevant food hygiene training.

## Safeguarding & Health and Safety

The protection and safeguarding of the child is the first priority. Staff are trained in Child Protection procedures and follow these by handling concerns and allegations discreetly and sensitively and record all concerns on CPOMS. Children are secure and safe on the premises and the children are supervised at **all times**, the definition of supervision being ***within sight or hearing of a member of staff***. Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out regularly. Access to the premises is controlled and visitors must sign in.

A member of the DSL team will be on duty and contactable at all times.

## Food and Drink

All food is prepared on the premises by trained staff. The menus will be healthy and nutritious.

In breakfast club, children are provided with an option of toast and cereals.

A light tea will be provided for children attending the after-school club until 6pm. This will follow the 2-week timetable.

At least one member of staff holds a current Basic Food Hygiene certificate and all food and drink complies with dietary and religious requirements. Fresh drinking water is available to children at all times.

## Related Whole School Policies:

- Child protection policy and Keeping Children Safe in Education
- Staff Code of Conduct
- Behaviour Policy
- Equal opportunities policy
- Health and Safety policy