



## **ST THOMAS MORE CATHOLIC PRIMARY SCHOOL**

### Breakfast and After School Club Policy

#### **Aims**

- To offer a safe, secure and friendly environment in which children can enjoy their time before school, having breakfast and after school before being collected.
- In accordance with the school's healthy eating ethos to provide nutritious food served in a relaxed and supervised environment. Children attending breakfast club will be able to choose from a selection of healthy breakfasts options and children staying until 5.30 will receive a light tea.
- To enhance the community spirit embraced by St Thomas More Catholic Primary School and contribute towards the extended school role to support families by providing childcare to fit with their working requirements.

#### **Opening Times**

Breakfast club will open term time only Monday-Friday from 8am Children will be collected from the school pedestrian gate and walked to breakfast club by a member of staff. **Children who do not arrive by 8am will not be able to attend and parents will have to wait with their child until school starts at 8.45am. (This will be enforced without exception, traffic or road circumstances will not be accepted as an excuse)**

The after school club will open term time only: Monday to Friday From: 3.15 to 5.30pm. There are two collection times 4.30pm and 5.30pm, We cannot accommodate any other collection times so please only book your child onto the club if you are able to collect at one of these times.

Children will be accompanied to the club by a member of staff. All children will be offered water to drink and a fruit snack. Those that stay after 4.30pm will be offered a light tea.

## **Staff**

We have two permanent members of staff. The ratio of staff to children is in line with Government recommendations. At least one member of staff will be paediatric first aid trained and two members of staff will hold a certificate in food hygiene. Staff will keep a list of all members of the after school club and a register of attendance will be taken daily.

## **Fees and Payment**

Breakfast club is offered to pupils of St Thomas More Catholic Primary School during term time only. The cost is £4 per child per session. After school club is charged at £5.50 for 4.30pm collection and £7.50 for 5.30pm collection. **A late fee of £10 per child will be payable if a child is collected after 5.30pm, this will be sent as a requested payment via MCAS and no further bookings will be allowed until this is paid.** Booking is required and all outstanding balances **must** be paid in full by the end of each term. If the balance is not cleared by the end of term you will be unable to use the service until it is.

## **Booking wraparound care**

If a booking for wraparound care is made and your child is subsequently ill or unable to attend the booking still needs to be paid for. Please consider when you are block booking whether or not you will need every session as you will be charged for it whether your child attends or not. We will **not** be able to refund sessions that are booked but not used.

If your child is chosen for an after school activity and you are unable to collect at the club finishing time of 4.15 and they attend after school club for the final 15 minutes this is considered a booked space from 3.15 as this place will be held for them and therefore needs to be paid in full.

## **Policies and Procedures**

School Policies relevant to the After School and Breakfast Club include Equal Opportunities, Health and Safety and Behaviour Policy. If a child's behaviour does not meet the expectations they will no longer be able to use breakfast or after school club.

A health and contact form will need to be completed prior to your child attending with any allergies stated on this.

## **Parental/Pupil Feedback**

The school value parental and pupil opinions and will welcome feedback on how the club is run.

### **Guidelines for Children, written specifically for the pupils attending.**

We need to have rules at After School Club to keep everyone safe, and happy. Children will be expected to follow the school rules.

- Behave in a calm and quiet manner
- Do not leave the pavilion once you have been signed in unless an adult gives you permission.
- Treat adults and children with respect.
- If you are not happy, or if you have a problem, please tell an adult who will be happy to help you.

### **Guidelines for Parents/Carers**

- Club fees need to be paid in full by the end of each term.
- If you have a problem paying the fees or your circumstances change please talk to a member of staff. All matters will be dealt with as quickly as possible and with discretion.
- In the unlikely event of us having difficulty with your child's behaviour, we will contact you. If your child does not follow the rules of the club, then after consultation with you and after due warning, your child's place will be forfeited.

**Policy updated March 2024**

**Review March 2026**