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Breakfast and After School Club Policy

Aims:

- To provide a welcoming, safe and secure environment for pupils.
- To provide an affordable childcare facility for parents/carers during term time.
- To provide a nutritious meal to pupils.

Booking and payment arrangements

The clubs are pre-bookable and payable. Registration and booking forms must be completed and handed to the office before a space is offered. If demand exceeds the number of places, a waiting list will be maintained. Spaces will be offered first come, first served.

- Breakfast club opens at 7:45am until the start of school Monday – Friday term-time only. The club will not run on INSET days. The charge is £3.50 per session which includes breakfast
- After school club 5pm finish – the charge is £7 per session. This does not include a meal. A drink and piece of fruit is offered.
- After school club 6pm finish – the charge is £11 per session. This includes a hot cooked meal.
- Please note children **MUST** be signed in to the clubs by a suitable person.
- Menu choices for After School Club will be sent home on a termly basis.

Fees

Sessions will be allocated via Parent Pay which must be paid weekly. Fees will still be charged for any absence, including sickness unless the club is closed by the school.

Please note any fees not paid will result in a reminder letter being sent. If this reminder is not responded to within 7 days, the school reserves the right to refuse the place at breakfast or after school club.

Late fees will be charged at a rate of £1 per minute. To avoid disputes, the sign out box will be highlighted at 5:00/6:00 to show parents and staff of late collections.

Cancellation

Please advise the school if you wish to cancel your child's place at Breakfast or After School club. This will need to be in writing via email. The school requires 1 weeks' notice for cancellation of sessions.

Behavior

The School Policy and Rules with regard to behavior are followed to ensure consistency for children at the clubs.

Please note the place will be withdrawn following three red card letters.

Dietary and Medical Conditions

It is parent's responsibility to ensure the school have up to date dietary and medical information. Please complete this information accurately on the registration form. If any dietary or medical information changes, please contact the office.

All prescribed medication is kept in the school office and will follow the existing school policy (available via the school website).

Accidents

Accidents will be treated by a trained first aider. The clubs will follow the school's First Aid Policy.

Fire Procedure

In the event of a fire, children and staff will follow the normal school procedure, leaving the building calmly via the nearest fire exit. The clubs register for the day will be called and names checked.

Complaints procedure

All complaints regarding Breakfast or After School Club by a parent/guardian in writing will follow the school's complaints procedure.

Risk assessment

A separate risk assessment has been completed for Breakfast and After School Club sessions and activities.

Equal Opportunities

Breakfast and After School Club take positive steps to ensure that provision is made for a safe and welcoming environment which promotes and reflects cultural and social diversity and is equally accessible to all. All children and families will be treated with equal concern and value.

Safeguarding

All staff involved with Breakfast and After School Club have current DBS clearance. Designated Safeguarding Lead remains the same as school. Breakfast and After School Club will follow existing school policies and procedure for child protection and the code of conduct.

Mobile phones

Please be aware that mobile phones are not to be used whilst you are on the school premises.

Reviewed December 2019