

BREAKFAST CLUB AND AFTER SCHOOL CLUB POLICY



Approved by: Northgate Governing
Body

Last reviewed on: March 2026

Next review due by: March 2027

Purpose and Aims

The aim of this policy is to ensure that all pupils at Northgate Primary School are provided with the opportunity to attend a Breakfast Club before school and an After School Club after school as part of a wraparound service.

Admissions

Places are allocated at Northgate After School Club to children that attend full time education. Northgate After School Club is for any children aged 4-11 year olds at any time. We aim to provide a safe, clean and welcoming environment for children in our care. Health and safety is a high priority in our setting and this includes carrying out regular risk assessment checks and ensuring that there is always a qualified first aider on site. We aim to allow and cater for children of all abilities to have access to our planned play activities.

Northgate Primary Breakfast and After School Club Aims

Our aims are:

- To provide 'After School Care' in a safe and secure environment for the children of working parents.
- To provide a variety of stimulating and exciting play opportunities for the children in a group situation. To achieve our aims:
 - We will hold club sessions every day.
 - We will regularly clean and inspect the premises and equipment used.
 - We will ensure that there is a qualified first aider on the premises at all times.
 - We will ensure that all staff and children are aware and familiar with emergency fire procedures.
 - We will encourage the children to be independent, to experiment, to be creative and to develop self-discipline and acceptable behaviour.

Opening Hours:

Breakfast Club: Monday – Friday 7.45am – 8.45am

After School Club: Monday – Thursday 3.20pm – 5.50pm and Friday 3.20pm - 4.20pm

The emphasis is on play and leisure rather than education but there is an opportunity to look at homework as well. Children have the opportunity to enhance their learning through a wide variety of activities and to promote physical development.

Refunds - Refunds will not be given for cancellations or sickness with less than 24 hours' notice but the money can be used for the next session that the child attends with credit going on to the child's account.

Location - The After School Club will usually take place in Ashdown Hall or KS2 Library. Parents will be informed in advance should the need arise to move the club. The Breakfast Club takes place in Ashdown Hall and children are escorted from the main school entrance area.

Breakfast Club

Booking & Payment - Payment can be made online via SCOPAY or cash/card payment at the school office. Cost is £5 per hour per child.

Bookings are available online up to 24 hours in advance and any last minute bookings on the day will have to go through the school office to ensure availability and appropriate staffing.

Timings – Breakfast Club will run from 7:45am – 8:45am Monday to Friday during term time. The club will not operate during School Inset days when the school is closed to pupils.

The Breakfast Club will follow the school's Behaviour Policy and parents may be required to remove their child temporarily or permanently if the conduct of a child is unacceptable.

After School Club

Booking & Payment - Payment can be made online via SCOPAY or cash/card payment at the school office. Cost is £6 per hour per child.

Bookings are available online up to 24 hours in advance and any last minute bookings on the day will have to go through the school office to ensure availability and appropriate staffing.

The cost is £6 for a short session, £12 for a medium session and £15 for a late session.

Timings - Monday – Thursday 3.20pm – 5.50pm and Friday 3.20pm - 4.20pm.

The club will not operate during School Inset days when the school is closed to pupils.

Activities - There will be a number of activities on offer during After School Club; there will be some sports and multi skills activities as well as other quieter, indoor activities such as art and craft which will also be available. A light snack and drinks will be provided by the club during the session.

The After School Club will follow the school's Behaviour Policy and parents may be required to remove their child temporarily or permanently if the conduct of a child is unacceptable.

Collection – Children must be collected from ASC by 17:50 at the latest and 16:20 on a Friday. The children will be collected via main school reception and can be collected by parents at any time during the session. If a child is collected late, parents and carers may be charged an additional fee.

Children may only be picked up by nominated people given in advance if this varies from the normal. Parents and carers must notify the school or After School Club staff if there are any changes to this.

Contact – Parents and Carers can contact the School Office regarding Breakfast and After School club during normal school hours on 01293 536737.

Should you wish to contact the After School Club from 3.20pm - 5.50pm and 16:20 on a Friday. We have an After School Club Mobile phone to contact directly with extension 2031. This phone will only be operational during the after-school club hours.

Should there be an emergency and staff members need to contact the parents, they will call using the school telephone systems only.

Ratios and Supervision

We will run Northgate Breakfast and After School Club with a minimum of two members of staff every session for the purposes of safeguarding our children and staff.

- All children will be supervised by adults at all times and will be always be within sight of an adult.
- Staff / child ratios of 1:8 children in the Under 8's will be adhered to.
- Children will not have unsupervised access to kitchens/cookers.
- If a small group goes out (e.g. to the playground) there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Children will be registered at the beginning of each day for Breakfast and After School Club.
- Children will not be released with anyone other than the recognised parent/carer unless prior notice is given. If staff are unsure of the person collecting the child that child will remain at the club and parents will be informed of the decision.
- Entrance to the club will be monitored to ensure security at all times. Children will be signed in and out of the club.
- We will check the parental consents already given for the use of videos and photographs for promotional usage.

Child Protection

All staff working for Northgate Breakfast and After School Club are current employees of Northgate Primary School. All members of staff attend annual Prevent, Safeguarding and Basic First Aid training. All staff have an Enhanced DBS upon employment with Northgate Primary School.

Food and Hygiene

Those responsible for the preparation of food should be fully aware of hygiene and storage regulations. All staff will take Level 2 Food Preparation and Handling to ensure we adhere to the guidelines of preparing and serving food to consumers.

- Tables used for food and drink should be cleaned before and after use. Floors to be hoovered if any debris is on the floor.
- Children should be encouraged to wash their hands and before and after eating food.
- Children should not be allowed in food preparation areas unless supervised.
- All utensils should be kept clean and stored correctly.
- A cleaning routine should be in place to ensure the food area, kitchen and utensils are thoroughly cleaned on a daily basis.
- All food and drink should be stored correctly and used within the recommended use by date. Foods will be labelled with an open date and a use by date.
- Staff drinking hot drinks will use cups with a covered lid only to prevent accidents.
- Staff preparing food will adhere to personal hygiene recommendations at all times.

After School Club Food and Drinks

Children attending will be provided with a drink, snack and fruit during the session. Milk, water and juice will be provided unless another alternative has been requested by the parent/carer. Extra drinks will be provided during the session when appropriate or if requested by the child e.g. during hot weather.

Breakfast Club Food and Drinks

In Breakfast club we aim to provide children with a nutritional breakfast to help aid concentration and learning throughout the school day. On a daily basis we aim to provide rice, wheat, oat, corn based cereals, that are not sugar coated, and these will be served with semi-skimmed milk. Alongside these we will serve daily – toast with various toppings. Water, milk and juice will be available for drinks throughout the session.

Medication

- No medicines shall be administered to any child without prior written consent of the parent/carer.
- All medication will be signed into the club recording the name of the child, time to be taken, the dosage and parent signature on the relevant records.
- Medication will be stored in a safe, secure place out of reach of the children.
- Staff are to check the medication is clearly marked with the child's name, dosage and date of dispensing.
- Staff are to sign when medication has been given.
- Parents are to sign on the collection of their child, the medication record informing them of the medication received.
- Only prescribed medication will be administered by the provision.
- Children's medication and allergy information is located in the main school office due to child protection and confidentiality.

Late and Uncollected Children Policy

In the event of any child or children being left at the After School Club due to unforeseen circumstances, every effort will be made to contact the child or children's parents or carers. We will then continue to contact all emergency contacts if we cannot make contact. If necessary the local police would also be contacted. To help prevent this situation arising, when children are registered for the After School Club place we obtain as much information as possible from the parent/carer. A child will not be released to anyone other than a parent, without his or her prior consent and suitable means of identification or recognition. It is required that a parent must inform the main school office if their child is to be collected by someone unknown to them and given relevant details. Staff will record any late or non-collection of children. If the problem is consistent, staff will work in partnership with parents/carers to address the issue. If parents/carers are unwilling to work with staff on this issue, management will be informed and a cost maybe occurred.

Fee's Policy

In the interests of running a sustainable Breakfast and After School Club facility for parents/carers, it is important that we receive prompt and regular payments for services provided. Payments and bookings need to be made on SCOPAY up to 24 hours in advance. You can request an itemised bill from club at any time to confirm payment amounts. An itemised invoice will be sent out to any parent/carer that is late making their regular payment to club. Any parent/carer failing to comply with the club's agreement for payment may have their child excluded from the club until the situation is resolved. Parents can request a receipt for any payment or attendance summary for

personal use. Due to staff ratios, we will not be able to refund payments for missed sessions, circumstances we will credit your account to use on upcoming sessions.

Risk Assessment

- An annual risk assessment is carried out and will be updated.
- Findings of the risk assessment will be communicated to all persons affected.
- The need for a detailed risk assessment must be considered after any recorded accidents or incidents.
- Any incident that causes or could potentially have caused serious injury must be risk assessed as soon as possible.