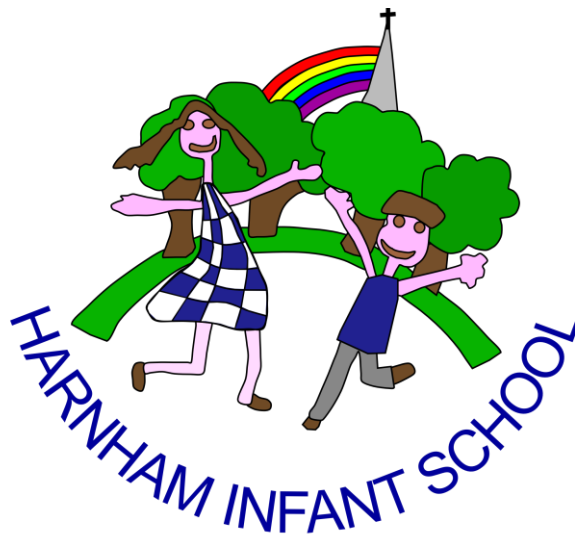


Harnham Infant School

Breakfast and After School Club Policy



Reviewed by Finance Committee: 4th February 2022

Signed on behalf of Governors: D. Casey

Signed on behalf of Staff: 

Review date: February 2024

RATIONALE

Harnham Infant School provides a before-school breakfast club to cater for children who require wrap-around care. Our school is committed to the safeguarding and promotion of the welfare of our children and expects all staff to share this commitment. As well as providing a breakfast, our staff will provide a range of indoor and outdoor activities designed to be fun and cater for a wide range of interests.

AIMS

The Breakfast Club aims to:

- Support working parents by providing before school childcare from 7:45am until the start of school.
- Enable children to sample and enjoy a range of activities helping build confidence, well-being and creativity.
- Offer the children a healthy, well-balanced, varied breakfast each morning in a safe and friendly environment.

INITIAL ADMISSION PROCESS

The After School Club Manager (ASCM) is responsible for the admissions to the Breakfast Club. Parents do not have a statutory right to appeal to an independent panel in relation to Club admissions so it is essential that all admission decisions can be justified by reference to the criteria outlined in this policy. Places are allocated when receipt of pupil data form has been received. The club booking system is then released on the School Gateway software and parents can then book.

Parents can book in advance, but all payments need to be received by the deadline set by the ASCM.

The school will hold a waiting list of applicants that have been unsuccessful. These will be listed in rank order in relation to the criteria. Should places become available during term time then places will be offered in accordance with the child's position on the waiting list.

ADMISSION CRITERIA

The ASCM will consider applications from parents with children attending Harnham Infant School and Harnham (CofE) Junior School in accordance with the following criteria:

1. All children of single working parents and carers requiring full time care on a regular basis for three or more days a week.
2. All children of working parents and carers requiring full time care on a regular basis for three or more days a week.
3. All children whose parents require care arrangements regularly on one or two days each week.

Admission is conditional on the following undertakings by the parent/guardian:

- The behaviour of the child is acceptable for the safe and efficient running of the Club. School policies, including Behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards.

- In the case of known absence please telephone the school office the day prior to confirm non-attendance.
- All bookings are pre-booked using the School Gateway system. Bookings are limited and are on a first come first served basis.
- Extra bookings can be made up to 2 nights before the date required.
- Fees are paid promptly by the deadline set by the ASCM. Further dates will not be released until all payments are settled.

BOOKING AND PAYMENT

The cost of each session is £4. There is a reduced cost for second family members of £3 for each session. Any further siblings will also be charged this reduced price. There is no discount for part sessions.

Failure to pay on time will result in the withdrawal of a place at the Club. Payments can be made through the School Gateway App or through Childcare vouchers.

These fees are subject to change, with prior notice to be given of any changes.

CANCELLING A BOOKING

Once a session has been booked, parents are unable to cancel or change this booking. Therefore the session payment will not be refunded.

LEAVING BREAKFAST CLUB

Should a parent no longer need breakfast, then 30 days written notice must be provided to the ASCM. Should this not be provided then an average attendance payment will be added to the final bill e.g. should the child attend 3 sessions per week, this will be multiplied by 4 and added to the final bill.

STAFF RESPONSIBILITIES

Club staff aim to provide the following:

- A safe, caring and stimulating environment
- High quality care at all times
- Experienced and committed staff with relevant training in first aid, food hygiene and child protection
- A commitment to equal opportunities
- Safe equipment
- Safe arrival at class in time for the school day

PARENT RESPONSIBILITIES

1. The Pupil Data Form is completed and is updated with emergency contact details and medical information
2. Escort children to the Breakfast Club entrance and ensure they are signed in to the register
3. Wherever possible give notice if children are going to miss a session for any reason

4. To pay fees by the deadline set by the ASCM

EXCLUSION FROM BREAKFAST CLUB

School policies, including Behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe and efficient running of the club, parents will be informed of this by a member of the school's Senior Leadership Team (SLT) in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from the club for a period of time deemed appropriate by the SLT.

Please note that Breakfast Club will not run on TD days or during the school holidays.

Harnham Infant School After School Club Policy

RATIONALE

Harnham Infant School provides an after school club to cater for children who require wrap-around care. Our school is committed to the safeguarding and promotion of the welfare of our children and expects all staff to share this commitment. As well as providing a light afternoon meal, our staff will provide a range of indoor and outdoor activities designed to be fun and cater for a wide range of interests.

AIMS

The After School Club aims to:

- Support working parents by providing after school childcare from 3:05pm until 6pm for children in year groups R to 6.
- Enable children to sample and enjoy a range of activities helping build confidence, well-being and creativity.
- Offer the children a healthy, well-balanced, varied snack and meal each afternoon in a safe and friendly environment.

INITIAL ADMISSION PROCESS

The After School Club Manager (ASCM) is responsible for the admissions to the After School Club. Parents do not have a statutory right to appeal to an independent panel in relation to Club admissions so it is essential that all admission decisions can be justified by reference to the criteria outlined in this policy.

Places are allocated once the Pupil Data form has been received. The club booking system is then released on the School Gateway software and parents can then book.

Parents can book in advanced but all payments need to be received by the deadline set by the ASCM.

The school will hold a waiting list of applicants that have been unsuccessful. These will be listed in rank order in relation to the criteria. Should places become available during term time then places will be offered in accordance with the child's position on the waiting list.

ADMISSION CRITERIA

The ASCM will consider applications from parents with children attending Harnham Infant School and Harnham (CofE) Junior School in accordance with the following criteria:

1. All children currently enrolled within the After School Club on the same days and frequency as in previous terms. (For example, Example 1: a child attending full time will automatically be offered full time in subsequent terms. Example 2: a child attending Monday and Tuesday every other week will be offered this same schedule in subsequent terms. Example 3: a child attending Monday every week wishes to change to Wednesdays every week will not automatically be granted this change but it will be offered wherever possible. The place will not be offered if the place is filled by another children meeting the criteria with a higher priority or if the staffing ratio is exceeded).
2. All children of single working parents and carers requiring full time care on a regular basis for three or more days a week.
3. All children of working parents and carers requiring full time care on a regular basis for three or more days a week.
4. All children whose parents require care arrangements regularly on one or two days each week.

Admission is conditional on the following undertakings by the parent/guardian:

- The behaviour of the child is acceptable for the safe and efficient running of the Club. School policies, including Behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards.
- In the case of known absence please telephone the school office the day prior to confirm non-attendance.
- All bookings are pre-booked using the School Gateway system. Bookings are limited and are on a first come first served basis.
- Extra bookings can be made up to 2 nights before the date required.
- Fees are paid promptly by the deadline set by the ASM. Further dates will not be released until all payments are settled.

BOOKING AND PAYMENT

The cost of each session from 3:05pm until 6pm is £9. There is a reduced cost for second family members of £7.50 for each session. Any further siblings will also be charged this reduced price

If requested by parents a shorter session until 4pm is available at a charge of £3.00. There is no reduction for siblings.

Children must be collected by 6pm each day. Parents collecting children after 6pm will incur an additional charge:

- Children collected between 6pm – 6:10pm will not incur an additional charge for the first three late collections; thereafter a charge of £3 will be applied.
- Children collected between 6:10-6:30pm will incur an additional charge of £5 per late collection.

- Children collected after 6:30pm will incur a charge of £5 for every 15 minutes. This is to ensure that the costs of the staff who are not technically employed by the school at this time is met by the parents not the school.

Failure to pay on time will result in the withdrawal of a place at the Club. Payments can be made through the School Gateway App or through Childcare vouchers.

These fees are subject to change, with prior notice to be given of any changes.

CANCELLING A BOOKING

Once a session has been booked, parents are unable to cancel or change this booking. Therefore the session payment will not be refunded.

LEAVING AFTER SCHOOL CLUB

Should a parent no longer need breakfast, then 30 days written notice must be provided to the ASCM. Should this not be provided then an average attendance payment will be added to the final bill e.g. should the child attend 3 sessions per week, this will be multiplied by 4 and added to the final bill.

STAFF RESPONSIBILITIES

Club staff aim to provide the following:

- A safe, caring and stimulating environment
- High quality care at all times
- Experienced and committed staff with relevant training in first aid, food hygiene and child protection
- A commitment to equal opportunities
- Safe equipment
- Safe collection from the infant school, junior school or after school enrichment.

PARENT RESPONSIBILITIES

1. The Pupil Data Form is updated with emergency contact details and medical information
2. Collect children on time from the setting. Agree to pay an additional charge as per this policy for late collection
3. Wherever possible give notice if children are going to miss a session for any reason
4. To pay fees by the deadline set by the ASCM

EXCLUSION FROM AFTER SCHOOL CLUB

School policies, including Behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe and efficient running of the club, parents will be informed of this by a member of the school's Senior Leadership Team (SLT) in the first instance and a warning will be

given to the child. Any additional unacceptable behaviour will result in the child being excluded from the club for a period of time deemed appropriate by the SLT.

Please note that After School Club will not run on TD days or during the school holidays.