

St Martin's CE (Aided) Primary School
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Fun Club Policy

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Ratified by the Fun Club Committee of the governing body: 08.06.18

Signed:

Position:

Date of next review: May 2020

St Martin's CE (Aided) Primary School Fun Club Policy

Rationale

St Martin's CE (Aided) Primary School is committed to offering wrap around care for pupils before the start of the school day and after the end of the school day. The school recognises the need for many parents to work, and aims to provide an affordable, high quality and age-appropriate level of care, before and after school.

Aims

- To provide a childcare facility that meets the needs of working parents/carers.
- To provide a happy, welcoming, safe and secure place, where all children are valued.
- To provide children with a nutritious breakfast and/or a nutritious snack and drink at the Breakfast Club/After School Club.
- To have strong partnerships with parents/carers.
- To provide a range of structured play activities to engage and stimulate the children.

Organisation

- The Breakfast Club is open Monday to Friday from 8:00am – 8:45am.
- The After School Club is open Monday to Friday from 3:20pm/3:25pm – 5:45pm.
- The clubs are available for all children from Year R to Year 6.
- The clubs take place on the school site. The clubs are based in the school hall, although children may use other areas of the school as decided on by the staff on duty.
- Parents/carers are asked to drop their children off to the Breakfast Club via the door at the back of the hall. Children must be signed in on the register on arrival.
- Parents/carers are asked to collect their children from the After School Club via the doors at the back of the school hall. Children must be signed out on the register on collection.
- All parents must complete a registration form which includes emergency contact details, dietary requirements and medical information prior to their child attending a club session. It is the parent's/carer's responsibility to keep the club informed of any changes to this information.

Breakfast Club

Children will get a choice of cereals, toast and fruit to begin their day.

After the children have eaten, they will have the opportunity to get involved with a range of age-appropriate activities each day. These will include, but not be limited to, board games, lego or construction games, computer activities, drawing/colouring, simple craft activities and reading or looking at books.

At the end of the session, children in Year R – 3 will be taken to their respective classrooms by the Breakfast Club staff. Children in Year 4 – 6 will be allowed to walk to their classrooms independently.

After School Club

At the end of the school day, any child going to After School Club will make their way to the school hall. Upon arrival, children will be signed in by the After School Club leader. If a child does not arrive but is on the register, the After School Club leader will:

- *check the class register to ensure the child was in school,
- *check the child is not attending an enrichment club,
- *ask the child's class teacher who collected the child,
- *phone the child's parent/carer to ensure they are safe,
- *inform the Headteacher.

Following registration, the children will be provided with a range of age appropriate activities each day. This will include, but not be limited to, board games, lego or construction games, drawing/colouring, simple craft activities, reading or looking at books and (at times decided by the staff) using the playground or field for activities and games. There will be an emphasis on pupil led activities, choice and relaxation rather than adult initiated and led activities.

The children will be offered a light snack and drink at 4.30pm. Snacks may be cereal bars, savoury or sweet biscuits, toast or similar.

Behaviour

The school behaviour policy will be followed to ensure consistency for the children at the club. We expect good behaviour and respect for others. We use various techniques to encourage good behaviour, including praise and rewards such as stickers and certificates.

The Breakfast Club and After School Club reserve the right to withdraw the service if a child's behaviour is consistently unacceptable.

Staffing

All staff are employed directly by the school. All staff are DBS checked and are required to sign a declaration confirming they are not disqualified from working with children under the Childcare (Disqualification) Regulations 20019.

There will always be at least two members of staff present during Breakfast Club and After School Club.

Booking Procedure

There are a limited number of places available at Breakfast Club and After School Club and therefore places will be allocated on a first-come, first-served basis.

It is **essential** that pupils are booked into the Breakfast Club by **at least 12.00 noon of the Friday the week before** the session required.

It is **essential** that pupils are booked into the After School Club by **at least 12.00 noon of the Friday the week before** the session required.

Booking may be made by completing a booking form or phoning the School Admin Office.

In an emergency, a child may be booked into the Breakfast Club or After School Club after this deadline but only if it is confirmed that a place is available. A late booking fee of £2.00 is payable.

Any cancellations must be made by 12.00 noon of the Friday the week before the session is due to take place. There will be no refund for any cancellations after this time. If a child is unable to attend due to sickness, a 50% refund can be claimed. It is the responsibility of the parent/carer to request this from the school office.

All children must be collected on time. A late collection fee of £5.00 is payable if a child is collected after 5:45pm.

The direct number for the Breakfast Club and After School Club is: 07774306288

Prices

Session	Timings	Cost
Breakfast Club	8:00am – start of school	£5.00
After School Club – full session	End of school – 5:45pm	£10.50
After School Club – first session (short)	End of school – 4:00pm	£4.00
After School Club – first session (long)	End of school – 4:30pm	£6.50
After School Club – second session	End of club (4:30pm) – 5:45pm	£6.50

Discounts

All staff using Breakfast Club or After School club for their children to enable them to work are entitled to a 50% discount.

All members of the Governing Body using Breakfast Club or After School Club for their children to enable them to undertake work in their Governor role are entitled to a 100% discount.

All members of the School Association using Breakfast Club or After School Club for their children to enable them to undertake work in relation to their SA role are entitled to a 100% discount.

Policies

The Breakfast Club and After School Club adheres to all St Martin's CE (Aided) Primary School Policies. These include but are not limited to:

Child Protection Policy
Safeguarding Policy
Physical Intervention Policy
Managing Allegations against Pupils
Health and Safety Policy
First Aid Policy
Behaviour Policy
Staff Code of Conduct
Confidentiality Policy
Complaints Policy
Whistle Blowing Policy

These policies are available in the school office.