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# BREAKFAST AND AFTER SCHOOL CLUB POLICY

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Updates since last edition:

NEW TRUST EDITION

Approved by: Board of Directors

Date Approved: 10<sup>th</sup> December 2021

Next review due: Autumn 2022

## 1. INTRODUCTION

It is important to the Trust that we are able to offer an extended school provision at both of our academies, Kents Hill Junior School and Lubbins Park Primary Academy and Nursery. Breakfast and after school clubs are available to all primary children who attend these two academies.

## 2. AIM

The Trust's aim is to provide a high-quality wrap-around childcare service to enable parents to work or train and for all children to engage in stimulating activities as well as being able to access healthy food.

## 3. CAPACITY

	BREAKFAST CLUB (places per session)	AFTER SCHOOL CLUB (places per session)	MANAGED BY
Kent Hill Junior School	30	30	2 members of staff
Lubbins Park Primary Academy and Nursery	10	10	1-2 members of staff (depending on numbers)

## 4. ENROLMENT

In order to enrol your child(ren) in the breakfast club and/or after school club, you must complete a booking form and a data collection form both of which can be collected from the school office.

The registration forms must be completed before the child's commencement at the club. All parents/carers will receive a paper copy of this policy and be able to view it on the website.

## 5. SESSIONS

Breakfast Club and After School Club at both academies runs Monday - Friday, **term time only**.

Session times are as follows:

	BREAKFAST CLUB	AFTER SCHOOL CLUB
Kents Hill Junior School	07:45am – 08:40* (school day commences)	3:20pm – 6:00pm**
Lubbins Park Primary Academy and Nursery	07:45am – 08:40am* (school day commences)	3:15pm – 5:30pm**

*\*At 08:40 children will be taken to their classes*

*\*\* Children must be collected promptly and no later the session close time for each academy.*

**Collection Arrangements are as follows: -**

**KENTS HILL JUNIOR SCHOOL:** Please enter via the pedestrian entrance at the front of the school and head to Reception. When you arrive, please press the intercom in Reception and provide child's name and collection password.

**LUBBINS PARK PRIMARY ACADEMY AND NURSERY** - Please enter via the pedestrian entrance at the front of the school and head to Reception. When you arrive, please press the doorbell in reception for collection and provide child's name and collection password.

## 6. CHARGES

Sessions will be chargeable as follows:

<b>Kents Hill Junior School – FEES PER CHILD</b>	
Breakfast Club	£2.50* per session (or £10 for the week if they attend every day)
After School Club	£5.00* per session (or £20 for the week if they attend every day)
<b>Lubbins Park Primary Academy &amp; Nursery – FEES PER CHILD</b>	
Breakfast Club	£2.50* per session (or £10 for the week if they attend every day)
After School Club	£5.00* per session (or £20 for the week if they attend every day)

***\*Staff who are employed by The Epsilon Star Trust and have a child/Children who attend either Kents Hill Junior School and/or Lubbins Park Primary School and Nursery are entitled to 25% discount on chargeable fees.***

## 7. PAYMENT

Club fees should be payable at least one week in advance of regular bookings. One-off bookings or those made on the day should be paid for at the time of booking. Payment is to be made online via Pay 360 Education Payments, childcare vouchers, cash or cheque. Account arrears will not be allowed to exceed more than one week following attended sessions. If payment is not received promptly as outlined in this policy, or accounts remain in persistent arrears your child's place will not be guaranteed and may be refused.

Refunds will not be made for any missed bookings unless prior arrangements have been made with the Trust Admin Manager. Any queries regarding fees or bookings, please email either [admin@kentshill-jun.essex.sch.uk](mailto:admin@kentshill-jun.essex.sch.uk) or [admin@lubbinspark.essex.sch.uk](mailto:admin@lubbinspark.essex.sch.uk)

## 8. NOTICE OF ANY INCREASE IN CHARGE

We will give one months' notice, in writing to parents/carers, of any intention to increase fees for either club.

## 9. CANCELLATIONS AND ILLNESS

When a child is reported absent in the morning or is sent home sick during the day of a booking, their club place will be automatically cancelled and fees refunded. No other cancellations will be accepted on the day.

## 10. FIRST AID

All staff involved in clubs are first aid trained.

## 11. CHILD ILLNESS OR ACCIDENT

If a child is sick whilst at the club, details will be recorded and parents/carers will be contacted. If parents/carers are not available, then the next person named as a contact on the pupil record will be asked to collect the child.

In the event of no contact being available, then the child will be supervised until either the parents/carers or other contacts can be reached and the child can be collected.

In the event of a serious illness which the staff on site are unable to deal with, an ambulance will be called and the child will be accompanied to hospital, if required. A data collection form must be completed to confirm contact details and specific instructions in relation to known medical conditions for every child attending either club session.

All accidents will be recorded in the accident book and reported to the parents/carers on collection.

## 12. MISSING OR UNCOLLECTED CHILDREN

In the event that a child goes missing, the following procedure will be undertaken:

- Senior staff including the DSL (Designated safeguarding lead) will be informed
- Club supervisors will search the club and building and an outside search will be conducted by other staff. If the child remains missing, emergency services and parents/carers will be contacted.

## 13. FOOD AND DRINK

Breakfast Club (food choices)	A choice of cereals Toast (various toppings) Milk Water/juice
After School Club (food choices)	Rolls/sandwiches bagels crumpets yoghurt sausages cold meats cheese sweetcorn fruit jellies Fruit juices/water/squash

#### **14. BEHAVIOUR**

The Trust's Behaviour Policy will be followed to ensure consistency for the children at the club. We expect good behaviour and respect for others. The clubs reserve the right to withdraw the service if a child's behaviour is unacceptable.

#### **15. SAFEGUARDING**

The Breakfast and Afterschool club will follow the academies Child Protection Policy in respect of ensuring safeguarding of all children attending the clubs. A copy of these policies can be found on the individual academy websites.

Kents Hill Junior School <https://kentshilljuniorschool.co.uk/keeping-safe/child-protection>

Lubbins Park Primary Academy & Nursery <https://www.lubbinspark.essex.sch.uk/keeping-safe/child-protection>

#### **16. COMPLAINTS**

All complaints will follow the Trust's Complaints PROCEDURE, which can be found on the Trust website; <https://www.epsilonstartrust.co.uk/policies/>

#### **17. CONFIDENTIALITY**

All information provided will be treated as confidential. Further information about GDPR, including how personal information is stored, can be found on the Trust website; <https://www.epsilonstartrust.co.uk/gdpr/>

#### **18. Other Policies**

The Breakfast Club and After School Club will follow all other Trust Policies where applicable.