

BREAKFAST & COMET POLICY



Mission Statement: To love, to learn with God in our hearts

Policy revised: MARCH 2019

Review Date: MARCH 2020

Aims

- To provide a childcare facility that meets the needs of 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 after school club.
- To have strong partnerships with parents/carers
- To provide a range of structured play activities to engage and stimulate the children.
- To ensure that safeguarding is paramount.

Organisation

- The Breakfast and Comet Club Supervisor is Francesca Marinaro. She is responsible for ensuring that staffing ratios, safeguarding and health and safety is adhered to and manages the allocated places.
- If you wish to apply for a place you must complete a registration form in the first instance. This does not mean that the place is confirmed.
- You must decide which days you wish your child to attend as we have to budget in advance for staff costings, food availability of the buildings and other associated resources. The clubs are not 'drop in' any day session.
- The contact telephone number for Comet/Breakfast Club is:

M: 07507 700002

- The Breakfast Club is open Monday-Friday from 8:00am – 8:45am.
- The Comet Club is open Monday-Friday from 3:30pm – 5:45pm
- The Clubs are available for all children from age 4 to 11
- The Clubs are located in the School Hall
- Parents/carers are asked to enter and collect their children via the pedestrian entrance. If you arrive early or late for the after school provision you must contact the staff via the dedicated phone number as above, other members of the school staff will not allow you access.
- Late collection is not a facility we can offer. If this is an on-going issue with an individual child their place will be withdrawn.
- All payments must be made in advance via the School Money system, any arrears will result in your place being withdrawn.

Breakfast Club

- Children must be registered before they attend the Breakfast Club. Please see Francesca Marinaro for availability and registration forms which can also be obtained from the School Office. Francesca can be found in the school hall before or after school (after 3:30 pm) or you can leave a message on a green message form at the school office. You can also contact her or leave a message on the Breakfast Club/Comet Club dedicated phone ;

M: 07507 700002.

Please note that Francesca is not available to answer this phone during the school day.

- Your child will be picked up from the school gate by a member of the breakfast club team (8:00am-8:15am)
- You have to be registered to join and you must state the days your child will attend (although if absent for a few weeks we may contact you to see if you still require the place).
- The Breakfast Club costs £3.00 per day and **must be paid for in advance**. This includes: quality childcare from 8:00am, a breakfast (menus available), games and activities, adult escort to class.
- Any payments which have to be 'chased' will incur a £5 administration charge. If you have any outstanding payments your child's place will be withdrawn and offered to someone else.
- If you are early please be aware that you will have to wait for a member of the breakfast club team to come and let you in. Other members of staff are not permitted to allow access to the school to anyone before or after school hours and there will be no one available to supervise your child.
- If you are late you must call the dedicated mobile number above in order to inform the staff you are waiting. The School Office do not give access to the Breakfast and Comet Club for safeguarding reasons.
- If you are continually late this will cause difficulties for the Breakfast Club staff in maintaining adult to children ratios and you may be asked to seek an alternative provision.

Children will get a choice of cereals, toast and fruit to begin their day. Parents/carers are responsible for informing the Breakfast Club staff in writing of any dietary requirements. After the children have eaten, they will have the opportunity to get involved in a number of activities.

These include:

- Board games
- Lego or construction games
- Comics or books
- Drawing, puzzles

At the end of the session, children will be taken to their respective classrooms by a member of Breakfast Club staff.

Comet club

- If you want a place at Comet Club you must complete a registration form which can be obtained from the school office. Completing a registration form does not mean a place is available.
- Children must be registered before attending Comet club. Please talk to Francesca Marinaro regarding availability.
- You must register for set days, if you will not be attending the days you have identified you must give a week's notice.
- Comet club is our after school provision. It runs from 3:30pm-5:45pm and costs £10.00 per day. This includes: adult escort to the club, over 2 hours of quality child care, games and activities, (including adult led games outside, arts & crafts, cooking), a snack and drink (menus available).
- Any payments which have to be 'chased' will incur a £5 administration charge. If you have any outstanding payments your child's place will be withdrawn and offered to someone else.

Children up to the end of Year 2 will be collected directly from their classrooms by an adult employed by the school. Children from Year 3 to Year 6 go directly to the hall.

If the child is attending a separate after-school club activity on the school premises they can join the Comet club afterwards. At the end of the activity, they will be brought back to the Comet Club.

The children will be offered a light snack and drink. Parents/carers are responsible for informing the Club staff in writing of any dietary requirements. Typical activities will include:

- Art and craft activities
- Sports activities and team games using the hall or playground
- Computer activities
- Cooking
- 'Chill out' area where books and comics will be available
- Lego and construction
- Board games

Children should not bring anything valuable from home to Comet Club.

The Breakfast and Comet Clubs are not responsible for the loss or damage to any items brought from home.

Behaviour

The Comet and Breakfast Clubs adhere to the principles of the School's Behaviour Policy which will be followed to ensure consistency for the children at club. We expect children to be Ready, Respectful and Safe. We use various techniques to encourage good behaviour including praise and rewards such as stickers and certificates.

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

All documents are available from Francesca, the Club's Leader or the School Office. The School Office has copies for your convenience but all completed forms must be addressed to Francesca Marinaro.

Parent/carers **must await a reply to confirm a place is available.**

There are a limited number of places available and therefore will be allocated on a first-come, first-served basis if children meet the criteria below. If your child has any additional needs these must be discussed with Francesca Marinaro before the child can attend to make sure that appropriate procedures/resources are in place. The Breakfast/Comet Clubs do not have additional staff on hand and this has to be planned and budgeted for or in some cases additional resources bid for.

If your child has particular needs which require 1:1 support then the school will try and source additional funding with the support of the parent. In order to access a place in Breakfast and Comet Clubs children must have settled into the school well and be able;

- to use the toilet independently
- to communicate with the adults leading the club
- to dress themselves
- to feed themselves independently
- to stay within a secure place and follow instructions to keep them safe
- maintain positive behaviour in an unstructured environment

The Comet and Breakfast Clubs do not receive any grants and all costs are met by the fees paid by those parents of children attending the provision and have been set up to support parents of St John Evangelist Catholic Primary School only. It is a non-profit making provision. There are strict ratios of adults to children. The school teaching staff do not supervise in any of these provisions. There is limited space in the school to support this provision and therefore places are restricted to no more than 20.

Documents can also be downloaded from the school website. All information provided remains confidential.

Cancellation

The only cause for cancellation would be school closure due staff training (date will be provided in advance), adverse weather conditions or problems with the school building e.g. no heating or water supplies. In the event of closure:

- A member of school staff will endeavour to contact individuals by text or telephone by 730:am

Refunds

There will be no credits, refunds or alternative sessions for sessions booked but not used, even in the case of your child being absent due to sickness. However, if the school cancels the club, a refund or the chance to carry payment forward into the next week will be offered.

Late Collection from After School Club

We cannot offer a late collection facility. A charge of £1.00 per minute will occur for any late collection.

Staffing

Staffing follows a ratio of 1:8 for the under 4's. If a member of staff is absent, she will contact the Clubs Leader in order for a replacement to be arranged. There is always another member of teaching staff on site to support in case of emergencies or other incidents until the After School Club closes at 5:45pm.

Safeguarding and Health and Safety

- In accordance with safeguarding arrangements, all staff involved in the running of the Breakfast and Comet Clubs have current enhanced DBS clearance and have also received Level 3 child protection training and Paediatric First Aid training.
- All staff follow existing school policies and procedures for;
 - Safeguarding & Child Protection
 - E-Safety
 - Staff Code of Conduct
 - Health and Safety
 - Fire Safety
- A poster showing Designated Safeguarding Leads is on display in the hall and other areas of the school for your information.
- A separate risk assessment has been completed for Breakfast and Comet Clubs

Communication with Parents

- Any message to the class teacher from parents/carers must be put in writing.
- Written notes to parents from the class teacher will be passed on via the Club Leaders.
- Parents may receive text message regarding arrears or notification that their child's place has been withdrawn.

Accidents and Illnesses

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible. Basic first aid will be given by a qualified member of staff and the accident book filled in. The parent/carer will be asked to sign the accident book on arrival.

Medication

The Clubs follow the school's Medical Conditions in School Policy, which includes guidance and procedures on medicines in school and individual health care plans (IHCPs), and Asthma policies and procedures. These are available from the Club Leaders or can be requested from the school office. If your child is on any medication you must put this in writing for the staff in the club and instructions about how it will be administered. Please note Club staff do not have the capacity to administer medicine to individual children on a regular basis without compromising the safety of the other children attending and additional resources will have to be sourced before they are able to attend.

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equal Opportunities Policy.

The Reasonable Adjustment Duty for Children with SEND

The duty applies to facilities and services provided by the school, including Comet and Breakfast clubs.

EASS guidance:

'Reasonable adjustment' is the requirement to accommodate the needs of all pupils, as far as possible. This is set out in the Equality Act 2010.

We asked the Equality Advisory and Support Service (EASS) whether the duty to make reasonable adjustments to enable pupils to take part in activities applies to before and after-school club.

A representative explained that the duty applies to the education and other benefits, facilities and services provided by the school, including after-school and breakfast clubs.

Where pupils with additional needs require additional support or reasonable adjustments in order to participate in an extended service activity, the EASS representative said that there is a legal requirement for schools to demonstrate reasonable adjustment. Schools must show that they are not discriminating against the pupil in preventing them from attending the activity.

If the school does not have the funding to provide the full support required by the pupil, it should consult its Local Authority (LA) or academy trustees for additional funding. If additional funding is not available, the school must demonstrate that it has tried to source funding.

It should also meet with parents to see whether an alternative arrangement can be arranged. Refusal to attend the club should be avoided if at all possible. Further information about this stage of the reasonable adjustment duty is available in section 4.

Complaints

All complaints will follow the School's complaints procedures.