

COOPERS LANE PRIMARY SCHOOL



Breakfast Club and Afternoon Tea Club Policy

Breakfast and Afternoon Tea Club Policy - Coopers Lane School

Breakfast Club and Afternoon Tea Club are situated in the School Gym and will be open during the school's term times, Monday to Friday. Breakfast Club runs from 7:30 to 8:45. Afternoon Tea Club runs from 15:15 to 18:00, apart from the last day of each term.

Address:

Coopers Lane Primary School

Pragnell Road

Grove Park

London, SE12 0LF

0208 857 7680

Aims and Objectives

The main aims and responsibilities for the Breakfast Club and Afternoon Tea Club Teams will be the supervision of the children in their care, ensuring the health, safety and well-being of each child throughout the period of their attendance, until they are either escorted into school for registration or returned to their parents/carers at the end of the day. To achieve these aims:

- We will provide a safe and secure environment for the children.
- We will provide a variety of stimulating and exciting play opportunities.
- We will ensure that there is a qualified first aider on the premises at all times.
- We will implement regular fire drills and ensure that all staff and children are aware and familiar with the procedure.
- We will encourage the children to be independent, to be creative and to develop self discipline and acceptable behaviour.

There will be various activities for your child(ren) to participate in. These will include arts and craft, building toys, puzzles, sports and board games. There is an area for children to sit quietly and read and an area for them to relax. Children also have use of the playground, weather permitting.

During Afternoon Tea Club, if any children have homework that needs to be completed, they will have the opportunity to do so. Members of staff will be available to offer assistance.

Contracts

Upon being offered a place at either Breakfast Club and/or Afternoon Tea Club, parents will need to sign a contract and explain it fully to their children. If these documents are not signed and returned then this could result in your child's place being delayed or cancelled. It is the club's right not to accept your child/ren until the appropriate paperwork is completed and signed by the parent/carer of the child.

The contract includes the following terms and conditions:

- Upon arrival at the club, the children will be registered by a member of staff.
- During the session the children will be offered a range of breakfast options at Breakfast Club and a suitable healthy snack at Afternoon Tea Club. There will also be plenty of drinks available.
- Payment for the Clubs should be made via the ParentPay website. Payments should be received in advance unless a prior agreement has been made with the Head Teacher or school office. The current cost is **£3.50 per session for Breakfast Club and £10 per session for Afternoon Tea Club.**
- Payment should be made for any days that form part of the contract even if a child does not attend, unless a prior agreement has been made with the Head Teacher or school office.
- Parents should book their sessions by the half term or any longer period.
- Parents should give notice in writing to the school office when they wish to relinquish their child's place at either the Breakfast Club and/or the Afternoon Tea Club.
- Any ad hoc sessions **must** be agreed with the school prior to the day required. If a place hasn't been booked through the office we will not be able to accept the child/ren into the club.
- The school reserve the right, after discussion with a parent/carer, to withdraw a place for a child who does not show our school values or whose parent/carer does not pay for their child's sessions.
- For Afternoon Tea Club, all children need to be collected on time. Late collection will not be tolerated. The club will operate a '3 strikes and out' policy. After 3 late collections, unless a reasonable explanation has been given to either the Senior Afternoon Tea Club Worker, Head Teacher or school office, parents/carers will be asked to remove their child from the club.
- The Head Teacher and Governing Body are the final arbiters over any issue relating to the Breakfast Club or Afternoon Tea Club.

Breakfast Club Guidelines

These rules are to ensure the safety the children whilst attending the club.

- Upon arrival, parents **must** sign their children in. This is very important due to Fire Regulations. Children in Years 5 and 6 who have permission to walk to school by themselves will need to sign themselves in.
- A member of the Breakfast Club team will also register the children every morning.
- Breakfast is served from 7.30am until 8.20am. A member of the Breakfast Club will have a copy of all the health and allergy information from the school office before any new children start at Breakfast Club.
- Children must not leave the club until escorted into school for registration.
- It is the responsibility of parents/carers to let the school office know if their child is not attending a session.
- Children should not go into any unsupervised area.
- Children should not bring their own toys.
- Whilst the Breakfast Club Team will endeavor to ensure that the children take their belongings with them at the end of each session, they cannot accept responsibility for any belongings left behind and have no storage for lost property. Please make sure that your child's belongings are suitably labeled so that they may easily be returned to them.
- Children are expected to behave appropriately at all times in accordance with the school values and the Behaviour Policy.

Afternoon Tea Club Guidelines

These rules are to ensure the safety the children whilst attending the club.

- A member of the afternoon tea club team will register children every afternoon.
- A member of the Afternoon Tea Club will have a copy of all the health and allergy information from the school office before any new children start at Afternoon Tea Club Club.
- Children must not leave the club until they are collected by their parent/carer. It is the parent/carer's responsibility to ensure that their child understands that they cannot leave until collected by their parent/carer.
- Upon collection, parents **must** sign out their children. This is very important due to Fire Regulations. Children in Years 5 and 6 who have permission to walk to school by themselves will need to sign themselves in.

- It is the responsibility of parents/carers to let the school office know if their child is not attending a session.
- Children should not go into any unsupervised area.
- Children should not bring their own toys.
- Whilst the Afternoon Tea Club Team will endeavor to ensure that the children take their belongings with them at the end of each session, they cannot accept responsibility for any belongings left behind and have no storage for lost property. Please make sure that your child's belongings are suitably labeled so that they may easily be returned to them.
- Children are expected to behave appropriately at all times in accordance with the school values and the Behaviour Policy.

Behaviour

Whilst children are at the club being cared for by our staff, they will be expected to follow the positive behaviour expectations below, which link to the school's core values of kindness, respect, honesty and responsibility:

- Listen to all staff members and follow their instructions
- Walk carefully around the club (no running)
- Use respectful language (no swearing)
- Play kindly (no fighting, including play fighting, as this can result in accidents and injuries)

Bullying is not tolerated at all within the club and this will be dealt with straight away in line with our school policy.

Children must respect all other children and staff members, including visitors regardless of their age, gender, race, religion and abilities. Everyone at the club will be treated as an individual in order that their needs are met.

Children are encouraged to inform a member of staff if they are unhappy about something so that this can be dealt with. Children are also encouraged to give staff ideas for activities or games that they would like to be involved in. This is to ensure that the staff are providing a wide range of fun, challenging and stimulating activities for all the children to enjoy.

To promote positive behaviour within the club, rules and expectations are used. These rules and expectations are very important to ensure all children are aware of what behaviour is acceptable and what is not.

The club will never exclude a child without trying to help them first. There are many ways in which the club promote positive behaviour for all children.

- Praising the children for good behaviour
- Talking to children
- Implementing rules and expectations.
- Recording unwanted behaviour and informing parents
- Time out sessions
- Working in partnership with parents and the school
- Dealing with all incidents and unwanted behaviour in confidence

Coopers Lane School does not tolerate unacceptable behaviour at either Breakfast Club or Afternoon Tea Club. To ensure this, we will now be following a three-strike policy. If any child demonstrates unacceptable behaviour on three occasions then they will not be able to attend the club for a set period of time as agreed by the Head Teacher. If after this temporary exclusion behaviour still does not improve then this will be a permanent measure. Unacceptable behaviour is classed as fighting, being rude to others and not showing our school values.

Safeguarding Policy

The welfare of children within our care is of utmost importance to our staff. As such we believe we have a duty to the children, parents/carers and staff to act quickly and responsibly in any instance that causes us concern. Positive steps will be taken to develop a trusting relationship with every child and parent/carer.

All Breakfast Club and Afternoon Tea Club staff are fully conversant with the school's Safeguarding policy. (See school website for the full policy)

Managing medicines on school premises

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child under 16 should be given prescription or non-prescription medicines without their parent's written consent.
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, eg for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- Schools should only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a

pharmacist and include instructions for administration, dosage and storage.

- All medicines should be stored safely.
- School staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions.
- Schools should keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom.
- There is at least one designated First Aider for each club.
- All medicines and care plans are kept securely in the school office and are accessible at all times to the Breakfast Club and Afternoon Tea Club staff.

Accidents

Should your child injure themselves at the club the procedure is:

- The incident and any treatment will be recorded in the accident book located in the School Gym.
- If the injury is a minor one, but to the head, parents/carers will be given a 'head letter' detailing where on the head the injury occurred, at what time and the treatment given.
- If the injury is more serious and may require medical treatment, the child would be assessed immediately by the First Aider and if needed an ambulance will be called. Parents/carers will be contacted straight away.

Fire

The club has a fire evacuation plan in case of emergency, which is reviewed regularly. This is on display in the club premises. The club has fire extinguishers at recognised fire points.