

Coopers Lane Primary School



Breakfast Club and Afternoon Tea Club Policy

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A Coopers Lane Learner...



...is inspired to be the best version of themselves and takes pride in all they do.

Responsibility



Honesty

...has the tools needed to be confident in making positive choices about behaviour and learning.



Kindness

...has empathy towards others and values the opinion of everyone.



...is excited to share their fun, relevant and memorable learning experiences with family & friends.



...is a fabulous role model and a respectful citizen, embracing and celebrating the rich, diverse community in which they live.

Respect

Love

...develops a curiosity and wonder of the wider world around them.



Happiness

...understands the importance of not giving up, embracing challenge and seeking help when needed.



Perseverance

Breakfast and Afternoon Tea Club Policy - Coopers Lane School

Breakfast Club and Afternoon Tea Club are situated in the School Gym and are open Monday to Friday during term times. Breakfast Club runs from 7:30 to 8:45. Afternoon Tea Club runs from 15:15 to 18:00 Monday to Thursday and from 14:15 to 18:00 on Fridays. There is no Afternoon Tea Club on the last day of each term.

Address:

Coopers Lane Primary School
Pragnell Road
Grove Park
London, SE12 0LF

Contact number: 0208 857 7680

Tea Club Mobile: (After 5pm) 07759 494 625

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. They will ensure 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.
- Upon collection, parents **must** sign their children out. This is very important due to Fire Regulations.
- 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 **£5.50 per session for Breakfast Club and £12 per session for Afternoon Tea Club, any additional siblings will be charged at £10 each.**
- 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.
- 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.
- 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 demonstrate all of our school values at all times. They will do this by:

- Listening to all staff members and following their instructions
- Walking carefully around the club (no running)
- Using respectful language (no swearing)
- Playing kindly (no fighting, including play fighting, as this can result in accidents and injuries)

Bullying is not tolerated at all within any of our extra-curricular clubs and 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 and showing our values
- 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

- No medication may be given to a child unless prescribed by a doctor, signed and dated, and a signed letter from parents for consent is in place. Staff administering medicines should do so in accordance with the prescriber's instructions. An administration of medicine form must be signed and dated by first-aider in charge. NO other medication should be given by ANYONE.

- 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. 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.
- There is at least one designated First Aider for each club.

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.
- We will inform parents/carers if a child has had an injury that is very visible, a bumped head or a severe cut/graze; the parent/carer will be informed by telephone even if the child remains in school.
- 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.

Appendix 1



COOPERS LANE BREAKFAST CLUB

Registration contract and guidelines for parents and children

Thank you for showing an interest in joining our breakfast club. Included in the pack below are the club's guidelines, aims and policy details plus the contract and registration form. Please read the guidelines carefully and explain them to your child(ren). When filling in the form please take care with your answers. If you have any queries please talk to a member of the Breakfast Club team at the club. It is important that you fill in the form accurately, your child(ren)'s welfare and safety depend on it. Please remember to inform a member of the Breakfast Club team, and the school office, of any changes to the details on the form as soon as they occur. This is particularly important with your contact details. The pack also contains the procedures the members of the Breakfast Club team will take in an emergency.

Breakfast Club Guidelines

These rules are to ensure the safety of your child(ren) whilst attending the club. Please read them and explain them to your child(ren) and then sign the registration and contract forms to indicate that you and your child(ren) agree to the conditions.

Children must be registered every morning with a member of the Breakfast Club team by either the adult dropping them off or by themselves if they are older.

Children must not leave the club until escorted to the main school building by the Breakfast Club team. It is the parent/carer's responsibility to ensure that their child(ren) understand that they cannot leave until told to do so by a member of the Breakfast Club team.

Children should not go into any unsupervised area.

Children should not bring their own toys to Breakfast Club.

Whilst the Breakfast Club team will endeavour to ensure that the children take their belongings with them at the end of each breakfast session, they cannot accept responsibility for any belongings left behind and have no storage space for lost property. Please ensure that your child(ren)'s belongings are suitably labelled so that they may easily be returned to them.

Your child(ren) are expected to behave appropriately at all times in accordance with our Behaviour Policy (full details on the school website).

<https://www.cooperslane.lewisham.sch.uk/wp-content/uploads/2022/03/Behaviour-Policy-2022.pdf>

EMERGENCY PROCEDURES

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 Breakfast Club.
- If the injury is a minor one but to the head parents/carers will be sent a normal head letter detailing where on the head the injury occurred and at what time and the treatment given.

- If the injury was more serious and might require medical treatment parents/carers would be contacted as soon as possible.

Fire

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

Behaviour Policy

Children and adults are expected to adhere to the school's Behaviour Policy at all times. (full details on the school website)

Child Protection Procedure

All breakfast club employees are fully conversant with the school's Child Protection Policy and Safeguarding policies. (See Child Protection and Safeguarding and Safer Recruitment Policies on the school website)

I have read the above guidelines and explained them to my child(ren) and we agree to follow the guidelines as stated.

Signed Parent/Carer

Dated

Breakfast Club Registration Form
Confidential

Name of Child **DOB**

Class.....

Name of Child **DOB**

Class.....

Name of Child **DOB**

Class

Name of Parent/Carer

Home Address

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Home telephone number

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Mobile Number

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Work Number

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Name of Other Adult Contact

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Address

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Home telephone number

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Mobile number

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Work number

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Medical Details

Does your child(ren) have any medical problems/requirements that the breakfast team should be aware of? Yes/No

Please list below:

Child's Name	Medical Need	Dietary Need
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Doctor's Name and address

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.....
.....

and telephone number

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March 1, 2022

Contract for Users of Coopers Lane Breakfast Club

Child/ren's Name:

Class.....

Days Attending: Monday/ Tuesday/Wednesday/Thursday/Friday *please delete where applicable

Terms and conditions listed below form the contract between the parent/carer and Coopers Lane Primary School.

Breakfast club will be open during the school's term times, 5 mornings a week, Monday to Friday from 7.30am. Children will be escorted into school for registration at 8.45am.

Your child(ren) must be registered with a breakfast club team member on arrival at the club.

Your child(ren) will be offered a breakfast between 7.30am and 8.15am of healthy cereals, toast and spreads/jams, milk, water, fruit juice, fruit and yoghurt.

Payment for breakfast club should be made online via the ParentPay website. Payment should be made in advance unless a prior agreement has been made with the Headteacher or school office. The current cost is £5.50 per session.

Payment should be made for any days that form part of this contract even if a child does not attend unless prior agreement has been reached with the Headteacher 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 the breakfast club. Any ad hoc sessions have to be agreed with the School prior to the day required.

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 breakfast club sessions.

Signed Parent/Carer

Dated

Signed Headteacher

Dated

Appendix 2



COOPERS LANE AFTERNOON TEA CLUB

Registration contract and guidelines for parents and children

Thank you for showing an interest in joining our Afternoon Tea Club. Included in the pack below are the club's guidelines, aims and policy details plus the contract and registration form.

Please read the guidelines carefully and explain them to your child. When filling in the form please take care with your answers. If you have any queries please talk to a member of the school office. It is important that you fill in the form accurately, your child's welfare and safety depend on it. Please remember to inform a member of the school office of any changes to the details on the form as soon as they occur, this is particularly important with your contact details. The pack also contains the procedures the members of the Afternoon Tea Club team will take in an emergency.

The School and the Afternoon Tea Club Team's main aims and responsibilities will be the supervision of the children in their care. They will ensure each child's health, safety and well-being throughout the period of their attendance until the end of Afternoon Tea Club when they are returned to their parents/carers. The school expects parents to collect their child promptly at the end of each club session, make payment for their child's club sessions in advance or in accordance with any arrangements made with the Head Teacher and/or school office, and keep the school informed of any changes in parental/carer contact details and collection arrangements.

Afternoon Tea Club Contact Details

The Afternoon Tea Club is situated in the School Gym.

Address:

Coopers Lane Primary School
Pragnell Road
Grove Park
London SE12 0LF

March 1, 2022

Contact number: 0208 857 7680

Tea Club Mobile: (After 5pm) 07759 494 625

Afternoon Tea Club Guidelines

These rules are to ensure the safety of your child whilst attending the club. Please read them and explain them to your child and then sign the registration and contract forms to indicate that you and your child agree to the conditions. Children will be registered every afternoon by a member of the Afternoon Tea Club team.

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 understand(s) that they cannot leave until collected by their parent/carer.

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 to the afternoon tea club.

Whilst the Afternoon Tea Club team will endeavour 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 space for lost property. Please ensure that your child's belongings are suitably labelled so that they may easily be returned to them.

Your child(ren) are expected to behave appropriately at all times in accordance with our Behaviour Policy (full details on the school website).

<https://www.cooperslane.lewisham.sch.uk/wp-content/uploads/2022/03/Behaviour-Policy-2022.pdf>

Contract for Users of Coopers Lane Afternoon Tea Club

Child/ren's Name:

.....

Days Attending: Monday/Tuesday/Wednesday/Thursday/Friday *please delete where applicable

The terms and conditions below form the contract between the parent/carer and Coopers Lane Primary School.

Afternoon Tea Club runs from 15:15 to 18:00 Monday to Thursday and from 14:15 to 18:00 on Fridays. There is no Afternoon Tea Club on the last day of each term.

Your children will be registered by an Afternoon Tea Club team member on arrival at the club.

Your child will be offered a suitable healthy snack meal and plenty of drinks during the session.

Payment for Afternoon Tea Club should be made online via the ParentPay website. Payment should be received in advance unless a prior agreement

has been made with the Head Teacher or school office. The current cost is £12.00 per session and £10 for each additional sibling.

Payment should be made for any days that form part of this contract even if a child does not attend, unless prior agreement has been reached 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 the afternoon tea club. Any ad hoc sessions have to be agreed with the school a week in advance of the day/s required, unless an extenuating circumstance.

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 afternoon tea club sessions.

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 and carers will be asked to remove their child from the club.

The Headteacher and Governing Body are the final arbiters over any issue relating to the afternoon tea club.

Signed Parent/Carer

Dated

Signed Headteacher

Dated

Medical Details

Does your child(ren) have any medical problems/requirements that the afternoon tea club team should be aware of? Yes/No

Does your child(ren) have any dietary needs/requirements that the afternoon tea club team should be aware of? Yes/No

Please list below:

Child’s Name:

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Medical Need:

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Dietary Need:

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March 1, 2022

.....
Doctor's Name and address

.....
.....
and telephone number

EMERGENCY PROCEDURES

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 Afternoon Tea Club.
- If the injury is a minor one but to the head parents/carers will be sent a normal head letter detailing where on the head the injury occurred and at what time and the treatment given.
- If the injury was more serious and might require medical treatment parents/carers would be contacted as soon as possible.

Fire

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

Behaviour Policy

Children and adults are expected to adhere to the school's Behaviour Policy at all times. (full details on the school website)

Child Protection Procedure

All Afternoon Tea Club employees are fully conversant with the school's Child Protection Policy and Safeguarding policies. (See Child Protection and Safeguarding and Safer Recruitment Policies on the school website)

I have read the above guidelines and explained them to my child(ren) and we agree to follow the guidelines as stated.

Signed Parent/Carer

Dated

Afternoon Tea Club Registration Form - Confidential

Name of Child **DOB**

Class

March 1, 2022

Name of Child **DOB**
Class

Name of Child **DOB**
Class

Name of Parent/Carer
Home Address

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Home telephone number

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Mobile Number

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Work Number

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Name of Other Adult Contact

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Address

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.....
.....
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Home telephone number

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Mobile number

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Work number

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Collection Password:

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March 1, 2022

Names and contact details of any other adults that may collect your child:

Full Name:

.....

Relationship to child:

Contact Number:

Full Name:

.....

Relationship to child:

Contact Number:

Full Name:

.....

Relationship to child:

Contact Number:

Full Name:

.....

Relationship to child:

Contact Number: