



# Breakfast and After-School Clubs Policy

## **Introduction**

Before and After-School Clubs are run by St Michael's CE Primary Academy and exists to provide high quality out-of-school hours support and enrichment to pupils and families. It provides a range of stimulating, healthy, academic and creative activities in a safe environment.

Breakfast Club operates from 8.00am - 8.45am.

After-School clubs run from 3.15pm – 4.15pm.

All parents must complete an online registration form for each child attending the club.

## **Admissions**

- Only children attending St Michael's CE Primary Academy are eligible to attend Breakfast and After-School Clubs
- All places are subject to availability. Places are allocated on a first-come-first-served basis.
- The online registration process must be completed prior to the child's commencement at the club.
- Children's attendance is recorded in a register.

## **Arrival and Departure**

### **Before School Club**

- Parents/Carers are required to bring their child directly to club where they will be signed in by a member of staff.
- Children will be escorted to their class at 8:30am by school staff.

### **After School Club**

- Children will be escorted to the allocated room or space by a member of staff.
- The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

## **Departure**

- When a child is collected at the end of or during a session, they will only be released to a known guardian.
- Parents/carers must ensure that any person who may collect their child is listed on Arbor as having permission to do so. If they wish for a different adult to collect their child, parents must inform the school office before the end of school (3:15pm).
- Where a child is to walk home by themselves, written consent will be obtained from their parent/guardian – only Year 6 pupils can walk home.

## **Behaviour**

Whilst attending a club, children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the club.
- Follow the school rules at all times

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- House points, Hot Chocolate Friday and Wow! Cards
- Informing parents about individual achievements.
- Awards given in Celebration Assembly

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, consistent and positive manner – it will be in accordance with the Behaviour Policy.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the child may be stopped from attending a club. The reasons and processes involved will be clearly explained to the child and their parent/carer.

#### **First Aid**

- All accidents will be recorded in the school online accident book (Evolve Accident Book), accurately reported to the parents/carer upon collection and signed by a member of staff.
- All incidents are dealt with by a qualified first aider.
- Parents of any child who become unwell during a club will be contacted immediately.

#### **Missing or Uncollected children**

##### **Uncollected children**

- If a child has not been collected by 4:30pm, parents will be contacted in the first instance by telephone.
- The additional contacts parents have provided will be telephoned in the second instance.
- If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

#### **Related Whole School Policies:**

- Child protection policy
- Equal opportunities policy
- Health and Safety policy
- Behaviour Policy

#### **Safeguarding**

St. Michael's is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation. As such, there will be a Designated Safeguarding Lead (DSL) and a qualified first aider available at all times while a club is in session, both before and after school.