

Extended Services including Breakfast Club Policy



Love, Learn and Shine together with Jesus

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Contents

Statement of intent

1. Legal framework
2. Early morning childcare
3. Roles and responsibilities
4. Admissions and fees
5. Extracurricular clubs and activities
6. Arrivals and departures
7. Involving parents
8. Missing child procedure
9. Uncollected children
10. Health and Safety
11. Illness and Injury
12. Medication
13. Behaviour
14. EYFS
15. Emergency evacuation/closure

Monitoring and review

Statement of intent

St. Matthew's Catholic Primary School believes in creating a safe, welcoming and stimulating environment for all the children in its care. The school believes that a safe social atmosphere helps children of all ages to develop their social skills and confidence.

In order to help and support parents, the school aims to provide an affordable and convenient breakfast club and early morning child care service. This is made available to children aged 4-11, allowing parents more flexibility with their working hours.

The clubs cater for up to 75 children at a time, ensuring that there is a staff ratio following the necessary guidance.

The school also provides numerous extracurricular clubs and activities as a method of developing children's social, behavioral and academic skills. All clubs and activities are conducted to the same high standard as that of the educational provision.

Early morning childcare, and extracurricular clubs and activities, may include provision by external providers – appropriate safeguarding procedures will be followed with regards to these.

1. Legal Framework

- a. This policy has due regard to relevant legislation including, but not limited to, the following:
 - The Health and Safety at Work etc Act 1974
 - The Children Act 2004
 - The Equality Act 2010
 - The Children and Families Act 2014
- b. This policy has due regard to national guidance including, but not limited to, the following:
 - DfE (2018) 'Health and safety: responsibilities and duties for schools'
 - DfE (2020) 'Keeping children safe in education'
 - DfE (2016) 'Wraparound and holiday childcare'
- c. This policy is used in conjunction with the following school policies and procedures:
 - Supporting Pupils with Medical Conditions Policy
 - EYFS Policy
 - Complaints Policy
 - Health and Safety Policy
 - Positive Behaviour Policy
 - Fire Evacuation Plan

2. Early Morning Breakfast Club and Childcare

- a. Breakfast club and early morning childcare school runs from 7.45am
- b. The charges for breakfast club and early morning childcare will be broadly cost

neutral. Any profit that the school makes from providing these services will be reinvested in the service or in the school.

- c. The process for handling requests from parents is as follows:
 - Breakfast club places are allocated in July for the following school year. However, requests can be made throughout the year and places will be allocated depending on number of places available and days of availability and wait list. Each half term the list for places will be reviewed and adjusted accordingly.
 - In addition to this parents can request a place at breakfast club in June by completing the school application form. This will be sent out annually from the school office. (Appendix a)
 - Forms must be returned by the advised closing date. Any request received after this date or throughout the year will be placed on a waiting list.
 - All requests will be dated and kept in the SBM office in accordance with the school's Data Protection Policy.
 - Parents will be informed if they have been allocated a place in July for the following school year and each half term afterwards if they have completed a form and been allocated a place. Parents will complete and sign Breakfast Club Contracts. (Appendix b)
- d. If the school is unable to provide the service, parents are signposted to the local Family Information Service for up-to-date information about alternative childcare services in the area.

3. Roles and responsibilities

- a. The governing body will:
 - Ensure that child protection and safeguarding policies and procedures are updated to reflect any childcare provision provided by the school.
 - Hold the headteacher, pastoral member of staff who leads the provision, staff working in the provision and SBM to account for the performance of the childcare services.
- b. The headteacher and pastoral manager will:
 - Report to the governing board on the performance of the childcare service.
 - Manage any complaints relating to the childcare service.
 - Ensure the service is fit for purpose and provision is planned for and meets the needs of all children attending
- c. The SBM will:
 - Ensure that the appropriate risk assessments have been undertaken in respect of the childcare service.
 - Ensure that any reasonable adjustments are made to allow disabled children access to the childcare service.
 - Implement an appropriate payment system for the childcare service.
 - Purchase materials and equipment for the childcare service.
 - Maintain financial records for the childcare service.

- Where requested, report to the governing board on the financial performance of the childcare service.
- d. The SENDCO will:
- Ensure that staff working at the childcare service consider the needs of children with SEND when planning their activities to prevent discrimination, promote equality of opportunity and foster positive relations.
- e. The DSL will:
- Review and update existing child protection and safeguarding policies and procedures to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures.
 - Ensure that any additional staff (both paid and volunteers) recruited for the childcare service complete an enhanced DBS (with barred list) check before they care for children.

4. Admissions and fees

- f. The school has a first come, first served policy for admissions to breakfast club. When all the places have been filled, new applications are placed on a waiting list. The following cases are prioritised:
- Those already attending the service
 - Siblings of pupils already attending the school
 - Those requesting full time places
 - Those requesting part time places
- g. The pupil premium may be used to enable disadvantaged pupils' access to breakfast and early morning childcare. The pastoral lead will ensure that this is reviewed and actioned regularly. This is at the discretion of the pastoral lead / SLT and will be recorded on the pupil premium strategy spending.
- h. The staff to child ratio for our school's wraparound service follows the DFE guidelines – 1:30 for aged 5 and above and 1:13 for under 5. With a maximum of 75 children per day. See staffing noted below:

Breakfast Club Staffing

- Mrs Black– Provision lead/ manager overseeing the day to day running and ensuring policies are implemented.
- Mrs Clarke – School Cook
- Mrs Hart
- Mr Barlow

Additional staff 8am onwards – Miss Westwater, Mr Mitchell, Mrs Griffiths and Mrs Balfour

- i. When allocated a place parents will be directed to the school website for the following policies:
 - Charging and Remissions Policy
 - Relationships and Behaviour Policy
 - Complaints Procedures Policy

- j. Parents are required to complete and return the following forms before children attend the clubs:
 - Application form
 - Parent contract and payment details are set up on parent pay.

- k. The standard daily fee for attending the breakfast club is £3. The following conditions are also in place:
 - Fees must be paid by through Parent Pay
 - No place will be given without prior payment
 - The clubs accept childcare vouchers
 - Fees are charged if attendance is booked and the child does not attend
 - Failure to make payment as requested will result in the place being withdrawn. In this case the application will be put back onto the waiting list.
 - The school is unable to make monthly reminders for payment.
 - The family of any new children attending Breakfast Club will be invited to a meeting with the school business manager to ensure set of parent pay.

Play within the provision

All children are entitled to stimulating play; it is intrinsic to their quality of life and an important part of how they learn and enjoy themselves.

According to the Statutory Framework for the Early Years Foundation Stage (2022), "Play is essential for children's development building their confidence as they learn to explore to think about problems and relate to others. Children learn by leading their own play and by taking part in play which is guided by adults."

At St Matthew's Catholic Primary Breakfast club, we recognise the importance of play to a child's development and follow these principles. As school staff we support and facilitate play, and do not seek to control or direct it. We will never force children to participate in play, but allow children to initiate and direct the experience for themselves.

The provision is set up each evening. Daily set up should not take longer than 15 minutes from 4.15pm to allow for the hall to be used for extracurricular clubs.

Facilitating play

We support and facilitate play by:

- Providing an environment which is safe and suitable for playing in.
- Setting up the Club so that activities are ready before the children arrive.
- Providing a range of equipment, resources and activities on a daily basis, and keeping a record of these to ensure that varied play opportunities are offered
- Encouraging children to request additional or alternative equipment as they choose, and if a
- request has to be refused, explaining why.
- Not expecting children to be occupied at all times.
- Making outdoor play available where appropriate, unless the weather is particularly bad.
- Involving children in planning activities, to reflect their own interests and ideas.
- Planning activities that enable children to develop their natural curiosity and imagination.
- Allowing children freedom of creative expression, particularly in artistic or creative play.
- Intervening in play only when necessary: to reduce risks of accident or injury, or to encourage
- appropriate social skills.
- Warning children in advance when an activity or game is due to end.
- Play areas and equipment
- All indoor and outdoor play areas are checked and risk assessed daily before the children arrive. (see appendix daily risk assessment)
- The provision or club keeps an inventory of resources and equipment, which is updated regularly and reviewed to identify where any additional resources are required.
- Children are involved in selecting additional equipment and resources for use at the Club.
- The resources used at the club promote positive images of different ethnic backgrounds, religions, and abilities, in line with our Equal Opportunities policy.
- The club has a selection of fiction and non-fiction books, suitable for all age ranges.

4. Extracurricular clubs and activities

- a. A wide variety of extracurricular activities are offered with the aim of developing pupils' life skills, such as cookery club – these are not the same as wraparound care.
A range of opportunities are provided to pupils to promote a healthy lifestyle and support pupils' wellbeing, such as drama club to develop pupils'

confidence and sporting activities to encourage team work

- b. All clubs are available to all year groups at different times ensuring that pupils are given the opportunity to interact with others who have similar interests.
- c. In order to ensure that pupils' interests and needs are met, pupils are given the opportunity to contribute to the planning of extracurricular clubs and activities through the school council.
- d. Extracurricular clubs and activities are provided free of charge, except for the cost of personal or specialist equipment.
- e. All clubs and activities follow a first come, first served policy in relation to admissions. When all the places have been filled, new applications are placed on a waiting list.
- f. Extracurricular clubs are organised, managed and conducted in accordance with the school's existing policies.
- g. The staff to pupil ratio for extracurricular clubs and activities follows school and statutory guidance.
- h. Pupils partaking in the club/activity are registered at the beginning and end of the session in order to ensure that nobody is missing.
- i. Whilst clubs and activities are being conducted, the designated member of staff leading the extracurricular club is responsible for the safety and welfare of all pupils.
- j. Appropriately trained members of staff partake in clubs and activities where SEND provision is needed.
- k. Extracurricular clubs do not discriminate against pupils with SEND.

5. Arrivals and departures

- a. The school is fully committed to the safety and security of all the children in its early morning and extracurricular clubs; therefore, several procedures are in place for when children arrive and leave.

Breakfast Club

- The following food options will be available:
- Cereal daily, crumpets, toast and juice and on a Friday a hot choice will be available e.g. beans on toast, egg on toast etc.
- 2 Staff will be in the provision from 7.45am the remaining staff will be in by 8am
- Breakfast will be served from 7.45am to 8.25am after this point the provision will only be available for child care
- The school gate and the door to the hall (entrance into the f breakfast club will be open at 7.45am)
- A member of the breakfast club staff will collect a walkie talkie, the registers and the daily communication book from the front office before 8am

- Staff once in the provision should not leave it – communication to members of the staff should be via walkie talkies.
- Parents drop their child off at the hall entrance for 7.45am to 8.30am.
- Attendance is recorded in the breakfast club's register.
- The door will remain closed throughout the session. Staff should be checking regularly if anyone is waiting to come in. If someone is waiting at the door any member of staff can sign a child in (the registers) will remain by the door on a small table
- A member of the breakfast club staff will take pupils from the club and escort them to their respective classes at the end of the session
- A staff member from breakfast club will inform the office of any messages that can be shared with staff via the communication book.

Extra-Curricular clubs

- The collection point is the front entrance.
- Children are not allowed to walk home alone.
- A register is taken for each club.
- If children do not attend for 2 sessions they will lose their place.

6. Involving parents

- a. The school aims to achieve effective communication with parents; therefore, it has the following protocols in place to ensure effective information sharing:
 - All members of staff take note of information from parents that could affect the happiness and wellbeing of their child.

7. Missing child procedure

- a. The school has procedures in place to ensure the safety and wellbeing of all the children in the school's care and will follow the Missing Child Policy.

8. Uncollected children

- a. Staff members do their best to ensure effective communication between clubs and parents. If a parent is up to 15 minutes late, the following procedures are followed:
 - The parent is reminded that they must notify a member of staff if they are running late
 - The parent is warned that repeated late arrival will result in the place being removed.
- b. If the parent is over 15 minutes late, the following procedure is followed:
 - If children are not collected after 15 minutes the staff will follow the

safeguarding policy and seek advice from the safeguarding lead and/or SLT.

9. Health and safety

- a. All members of staff at the school are aware of their responsibilities and duties in regards to the Health and Safety Policy. All members of staff are responsible for:
 - Recording incidents, accidents and near misses.
 - Maintaining a safe environment for children and adults.
 - Taking part in any relevant health and safety training.

10. Illness and injury

- a. In the event of illness or injury, the school will act in accordance with the Near-Miss Policy and the First Aid Policy.
- b. their duties if a child is injured or becomes ill. In cases of minor illness or injury, the following procedures will be adhered to:
 - If a child becomes ill, the parents are contacted and asked to collect their child
 - If a child is complaining of illness, but the member of staff does not believe it is serious, they monitor the child until the end of the session
 - If a child suffers a minor injury, first aid is administered and the child is closely monitored for the rest of the session
- c. If a child suffers a major injury or becomes seriously ill, the following procedures are implemented:
 - If a child needs to go to the hospital, an ambulance is called and a member of staff accompanies them
 - The parents of the child are notified immediately
 - Following the incident, members of staff conduct a review of the incident in order to prevent any such incident from occurring in the future

11. Medication

- a. Members of staff always act in accordance with the school's Supporting Pupils with Medical Conditions Policy
- b. Members of staff are aware of the importance of administering prescribed

medication to children. The school and its clubs understand that parental consent is crucial and has the following rules in place for administering medication to pupils:

- Before any medication is given, the child's medical forms are checked to see if the medication has been approved by the parent.
- When a member of staff administers medication, another member of staff witnesses the process.
- Details of the process are recorded on the child's medication form.
- If a child refuses to take the medication, the member of staff does not administer it. The parent is notified immediately.
- If a certain medication requires training to administer medication, only members of staff with the relevant training will administer it.
- If there are changes to the dosage or frequency of the medication, the changes are recorded on the medical forms. Parents are required to sign the forms again before any change in procedure.

12. Behaviour

- a. The school's breakfast club / morning childcare services are subject to the existing Relationship and Behaviour Policy; disciplinary issues are reported to the parents of the child.
- b. Repeated breaches of the Relationships and Behaviour Policy may result in the child being barred from attending the clubs.
- c. Any outstanding fees paid by the parent are returned if a child is barred from attending the club.

13. Emergency evacuation/closure

- In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs are closed.
- In the case of an emergency, the following procedures are followed:
- Emergency services are contacted
- All children are evacuated from the building and taken to the designated emergency assembly point – currently, this is the school yard.
- A member of staff collects the register and checks that all the children are at the emergency assembly point
- If a child is missing from the emergency assembly point, the emergency services are immediately informed
- Parents are contacted to collect their children
- All children remain at the emergency assembly point until they are collected by their parent

Monitoring and review

- a. This policy is reviewed every year by the headteacher and the DSL

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