



# **Lordship Lane Primary School**

## **Breakfast Club**

## **& After School Club**

## **Information for Parents & Carers**

Updated: *July 2020*

## **COVID -19 ADDITION TO POLICY**

Due to the Covid-19 Pandemic, we have made some important temporary changes to this policy.

From September 2020, the After School Club will run as two 'Pods'.  
One for Reception & KS1 and another for KS2.

The clubs will run from 3pm to 5.45pm.

Stringent cleaning and hygiene practices will be implemented. Children will wash their hands at the start of the session and sanitise hands before eating. No equipment will be shared between the pods. The children will not mix, even outside.

A rigorous Risk Assessment has been produced is available from the school office.

We need parents and carers to be willing to:

- Book a test if they or their child/ren are displaying symptoms. Pupils must not come to school if they have symptoms and must be sent home to self isolate if they develop them in school. All children can be tested.
  - Inform the school of the result.
- Provided details of anyone they have been in close contact with if they were to test positive for coronavirus (Covid-19) or if asked by NHS Test and Trace.
- Self-isolate if they have been in close contact with someone who develops coronavirus (Covid-19) or someone who tests positive for coronavirus (Covid-19).

Anyone who displays symptoms of coronavirus (Covid-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website or by telephoning 119.

## **INTRODUCTION**

Lordship Lane Primary School Breakfast Club and After School Club offer term-time only before school and after-school childcare for registered pupils of Lordship Lane Primary School. The After School Club is entirely financed by fees, whilst the Breakfast Club is supported by the Pupil Premium Grant.

The following pages, and in particular the notes under the main headings, describe the Policies and Procedures of the Clubs. We welcome any observations or suggestions that will help us to improve our practices.

## **AIMS**

The main aims of the Clubs are:

- to provide a happy, enjoyable and secure environment where parents and carers feel confident to leave their children
- to provide positive social, physical and creative experiences for the children

## **ADMISSIONS**

The Breakfast and After School Clubs are open to any pupils of Lordship Lane Primary School. Both clubs operate on the basis of "need". The Clubs have been established with the key aim of supporting our parents and families who require help with child care. We are not in a financial position to offer subsidised places so all places are full fee payable. Places will be allocated with priority given to full time places.

To reserve a place in Breakfast or After School Clubs parents or carers **must have completed a registration form** that provides details of their child and sessions required. All sessions must be paid for in advance. We cannot accept any ad-hoc bookings.

As part of the application process, we will look to see if any accounts (current or historic) have an outstanding debt from unpaid fees of a current pupil(s) or a sibling under the care of the same parent. We expect all accounts to be settled in full, before we can consider a new application.

## SESSION TIMES

- Breakfast Club  
Term-time only      8.00am – 8.55am  
*(All children must arrive by 8.30am at which time doors close)*
  
- After School Club  
Term-time only      3.15pm – 5.45pm  
*(All children must be collected by 5.45pm – a fine system of **£10 per day** operates for late collection)*

## FEE STRUCTURE

Breakfast Club	<b>£2.50</b>	per session
After School Club	<b>£12.00</b>	per session

A fee of £10 is charged for the late collection of children up to 6pm and a further £10 for every 15 minutes thereafter.

## SAFETY, SECURITY AND ACCESS

For the safety and security of the children the clubs take place behind the school's security doors. On entering and leaving **all** visitors/parents/carers have a duty to ensure the doors close properly behind them. The pupils who attend Breakfast Club enter through the Breakfast Club door on Ellenborough Road.

Parents coming to collect children from the After School Club access the school via the **single** Nursery Gate on Granville Road.

## BREAKFAST CLUB

**Arrival** - Children should be brought to the Breakfast Club gate by the parent or carer. Children must be signed in by their own Parent/Carer.

**Departure** - Children attending the Club will be escorted to the appropriate playground/area at 8.55am. Staff will ensure that all children are handed over to their Class Teacher.

## AFTER SCHOOL CLUB

**Arrival** – All children attending After School Club will be taken to a specified classroom at 3.30pm. A register will be taken. A member of staff will enquire about any child who is booked in for the session, but is not present. The first enquiry will be at the school office. Once children have been registered they will walk to the allocated After School Club premises (Nursery building).

**Departure** – Children will leave the Club only when collected by a Parent or Carer, who will sign the child out. Parents will gain access to the school through the **single** Nursery Gate. No adult, unless already known to the school, will be allowed to collect a pupil. Any change in designated persons collecting will need to be notified in advance.

### **EQUAL OPPORTUNITIES**

Lordship Lane Primary School Breakfast and After School club aim to promote equality of opportunity, and will positively oppose discrimination on the grounds of race, colour, ethnic culture, gender, physical, sensory or mental distinction, age, social class and religious belief. The clubs are bound by all policies of the school and are directly line managed by the Head Teacher.

In particular staff will:

- treat each child as an individual
- give each child the opportunity to be an individual, and a member of a group
- give each child the opportunity to express their individuality
- take account of each child's age and stage of development, gender, ethnicity, home language and any disability
- encourage children to develop a sense of their own identity and culture
- help children to learn about cultures different from their own, and to develop positive attitudes towards people who are different from themselves

The Clubs welcome any suggestions that will contribute to promoting and improving equality of opportunity.

### **BEHAVIOUR MANAGEMENT & PASTORAL CARE**

Breakfast and After School clubs will promote good behaviour by building on the principles enshrined in the school's Behaviour Management Policy. Pupils will be expected to behave well and positively encouraged to do so. Good behaviour will be noticed.

In the event of unacceptable behaviour staff will:

- Apply the school's behaviour management systems
- Communicate quickly and effectively with parents
- Report serious misbehaviour to the Headteacher

There is a policy of two strikes and out – 2 serious incidents and you will automatically lose your place.

Bullying or continued misbehaviour in either club will not be tolerated. If it happens then parents will be informed through a written warning and the pupil's place in the Club could be at risk. The Head Teacher reserves the right to remove a pupil's entitlement to attend if they pose a risk to themselves or others.

## **SICKNESS**

Breakfast and After School Clubs recognise that both staff and children are vulnerable to infections and therefore ask Parents/Carers not to bring their children to the club if they are unwell.

If a child has any of the following contagious illnesses they should not attend:  
*Diarrhoea, Vomiting, Fever, Chicken Pox, Measles, Mumps, Meningitis, Hepatitis A, Conjunctivitis, Rubella, Head Lice, Impetigo, Influenza, Meningococcal Disease, Polio, Ringworm of the body, feet, scalp, Scabies, Thrush, Whooping Cough*

They must not attend the club for the period of time as advised by their doctor, or the school nurse or school.

If, whilst attending a Club, it is suspected that a child is suffering from one of the above illnesses their parents / carer will be contacted immediately and asked to collect the child up as soon as possible.

## **MEDICATION**

If the child requires treatment for an on-going condition, where medication must be given during the Club session, the parent must sign a Medicine Consent Form. This is a separate form from those obtained from the school and specific to our clubs. Medicines will be administered only on the authority of the Head Teacher and under the direct supervision of the Club Leader. Only medicines accepted in the Schools Medicines Policy will be permitted. These must be in the labelled container given by the pharmacist, with the child's name and the dose frequency clearly displayed.

## **ASTHMA**

The Clubs follow the advice of the National Asthma Society, and encourage children to take responsibility for the care and use of asthma treatments (inhalers). All inhalers are kept in the school office. An emergency inhaler is kept in the After School Club.

## **SPECIAL NEEDS**

The clubs aim to accommodate all children including those with Special Needs. Parents are asked to draw to the attention of the Club Leader any special needs, allergies or dietary requirements that their child may have. An Individual Healthcare Plan will need to be completed, if one is not already held by the school.

The Clubs run on ground floor level in the Nursery and KS2 hall. They also use the playgrounds. The premises contain a disabled toilet opposite the school office. There are wheelchair entry ramps at all entrances.

## **CONFIDENTIALITY**

Staff will hear and learn things of a confidential nature regarding the Club, their Work colleagues, parents/carers and the children who attend the club. All staff must observe a strict confidentiality Code of Practice and must not divulge anything private to anyone outside the organisation without sole authorisation of Club Supervisor/Head Teacher. Action will be taken for any breach of confidentiality.

### **EXTRA CURRICULAR ACTIVITIES**

Please note that should your child attend any of our extra curricular activities, you will be required to pay the full cost of the After School Club session, if they are attending on the same day.

### **UNCOLLECTED CHILDREN**

If a child has not been collected by 5.45pm the club leader will contact the parent/carer using the contact information on file. All children must be collected by 5.45pm.

Should contact be made and an undertaking given that the child will be collected, then arrangements will be made by the Club Leader to ensure that suitably qualified members of staff provide suitable care on or off the premises until the person collecting the child arrives.

Such time over the appointed time is chargeable as set out in our schedule of charges.

In the unlikely event that no contact is made with a parent/carer, after 30 minutes the Club Leader and Assistant will contact the Designated Safeguarding Lead who will take appropriate action.

### **MISSING CHILDREN**

Staff need to ensure that children are under supervision as quickly as possible, and Policies noted earlier will generally ensure this. However, should a child go missing, the following procedure will be followed:

- The Club Leader will arrange for all the other children to be supervised
- The immediate area will be checked thoroughly, in particular the toilets, cupboards and store rooms, and all other areas capable of hiding a child
- Enquiries will be made through any other adults in the vicinity
- If the child cannot be located then the Head Teacher/Deputy Headteacher must be informed

At all times staff must act on the guiding principle of the Children Act 1989 – “The welfare of the child is paramount.”

### **COMPLAINTS PROCEDURE**

Lordship Lane Primary School Breakfast and After School clubs endeavour to work in partnership with parents/carers to achieve the best for the children in their care. If you think something has gone wrong, or if you are dissatisfied with any aspect of the service you receive, please draw it to the attention of the Club Leader who will try to resolve the matter and take any necessary action.

Most complaints will be resolved at this stage. However, if the matter is not dealt with to your satisfaction then the complaint should be put in writing to the Head Teacher who will use the school's complaints procedure to investigate.

### **FIRE SAFETY**

Fire safety information is posted in all the rooms used by the Clubs. The notices summarise what to do in the event of a fire, and specify the location of the assembly point.

Fire extinguishers are located in the main hall and corridors and at other strategic points. The equipment is checked and serviced under the school contract, and the buildings are subject to inspection by the Haringey Fire Service.

In the event of a fire a member of staff will signal the alarm. The Club Leader will collect the register and children will proceed with staff to the assembly point. Other staff will check the toilets and any other room in use.

A register will be taken of the children and all adults by the Club Leader.

Fire drills will be held termly for the clubs. Drill details will be logged by the site manager in accordance with school fire safety procedures.

### **HEALTH & SAFETY**

Under the Health and Safety at Work Act 1974, the Clubs have a duty to maintain health, safety and welfare standards. This responsibility extends to all staff, volunteers and anyone using the club.

In order to minimise risk the following will apply:

- Activities will always be well planned in advance with an appropriate level of supervision
- Any activity involving dangerous or potentially dangerous equipment (e.g. cooking, crafts etc) will have constant supervision
- Dangerous behaviour by the children will be discouraged and dealt with at all times
- Risk assessments will be carried out, monitored by the Deputy Head and held available for use

### **FIRST AID**

Minor accidents to children will be dealt with by the staff. Staff should apply First Aid within their level of competence, and when in doubt should consult a registered First Aider.

In cases of more serious injury the Club Leader will telephone to speak to parent/carers directly and ask them to collect their child as necessary. All injuries will be recorded in the clubs medical book which is monitored by the Head Teacher.



Significant minor injuries, particularly those involving bumps to the head, or cuts and bruises, must be recorded in the Accident Record. The Accident Record should normally be completed by the person dealing with the accident.

Where a child sustains a bump to the head, the parent or carer who collects the child should be told, and made aware of the possibility of adverse symptoms developing later. Accidents to children at the Breakfast Club should be reported to the Class Teacher or Head Teacher, and a written note provided for the child to give to the parent / carer later in the day.

### **EMERGENCY CONTACT DETAILS**

Parent/Carer contact details must always be up to date. If parent/carers change their contact details they must inform the After School Club Leader and school as soon as possible.

### **CONTRACTS & FEES**

Each of our clubs have contracts which should be completed on yearly basis. The completion of this contract will reserve a place for the pupil. At the end of each academic year you will be given the opportunity to re-apply. There is a deadline to return all application for the coming year.

Late applications will be considered after all other applications.

You will need to give one weeks notice to reduce the number of sessions and two weeks notice if you wish to terminate your child's place at the Club.

All payments should be made weekly in advance. Late payment will result in your child losing their place. If a child has not been in school then they should not attend the After School Club. However, if your child is in school on a booked day and does not attend the After School Club without notice, you will be charged for the session.

We are a 'cashless' school and only accept payment via our online ParentPay service of with Childcare Vouchers.

If you are going to pay with HMRC Tax- Free childcare payments or Employee Childcare Vouchers, please inform the school office.

Applicants who receive support from a college/university must give the relevant paperwork to the School Office at least two weeks before their child is due to start.

### **WAITING LIST**

Where there are more applications than places available, the following criteria will be applied

- Applications on the waiting with the longest waiting time
- Children who have a sibling already attending the Club

### **MEALS & FOOD**

The Breakfast and After School club aim to offer children a balanced meal at the start and a snack at the end of the day. All special dietary requirements must be specified on the contract form. It is not possible to allow children to bring their own food or drink to either of our clubs, unless there is a Care Plan in place

Children with a serious allergy or medical condition will need to bring a home prepared snack that meets their dietary requirements. This is to minimise any risk of cross-contamination. Parents who provide a home snack will receive a £1 reduction in the daily rate.

### **ACTIVITIES**

**The After School Club** has a full range of planned activities. The facilities made available in the club include;

- Slide climbing frame suitable for Reception children
- Fully equipped units with various, games, Arts crafts, suitable for all age groups attending the facility etc.
- Front playground set up for group games.
- ICT and internet access.
- Outside equipment e.g. hoops, skipping ropes etc.

The children are allowed to select their own activities. We are aware that children have spent the entire day in school and need time to choose.

**The Breakfast Club mainly** offers a wide selection of board games and reading books which the children can share. When the weather is fine, the children have up to 15 minutes play in the back playground.