



Kirkland & Catterall

St.Helen's Church of England Primary School

A Christian family who encourage and equip one another to soar...

Headteacher: Miss Michelle Southern

Deputy Headteacher: Mr Andrew Scholz

T: 01995 603050 **E:** bursar@sthelens.lancs.sch.uk

W: www.sthelens.lancs.sch.uk  @StHelensLancs

Breakfast Club & After School Policy

Aims:

- To provide a childcare facility that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued
- To provide children with a nutritious breakfast and/or a nutritious snack and drink at the after school club.
- To have strong partnerships with parents/carers
- To provide a range of structured play activities to engage and stimulate the children, with an emphasis on promoting social interaction/development.

Organisation

The Breakfast Club is open Monday-Friday from 7.30am – 8:45am.

The After School Club is open Monday-Thursday from 3:10pm – 5:30pm . The Clubs are available for all children from Reception age to Year 6. The Clubs are located in the middle room/Main Building.

MORNING Breakfast Club

A member of staff will be present on site from 7.25am.

- ❖ School will be responsible for those children booked in to breakfast club from 7.30am until the start of school.
- ❖ A breakfast option will be provided until 8.15am. After this time, no breakfast can be provided due to tidying away in preparation for class.
- ❖ Children can engage in quiet activities until 8.30am. Children will be taken outside and supervised on the playground by a member of staff until 8.45am when they will enter school and go to class.

AFTER School Club

- ❖ Infant children will be collected from the classroom at 3.10pm and taken to the middle area. Junior children will make their own way to the middle room.
- ❖ A variety of activities are made available for the children to take part in/choose.
- ❖ These are planned and organised by the afterschool club team on a rota basis.
- ❖ All children are offered a snack whilst attending after school club.
- ❖ Children will be encouraged to play outdoors (weather permitting) during this time
- ❖ The club closes at 5.30pm. Late collection will incur a £5 charge

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Typical activities will include:

- Art and craft activities (painting aprons/shirts will be provided)
- Sports activities and team games using the hall or playground
- Computer activities
- Cooking
- 'Chill out' time with books and comics will be available
- Lego and construction
- Board games
- 'U' rated film nights in winter months
- Help with homework, reading or other learning. Parents/carers may donate toys and games to the After-School Club but children should not bring anything valuable from home.

Behaviour: The school rules and behaviour policy will be followed to ensure consistency for the children at club. We expect good behaviour and respect for others.

Breakfast club bookings must be cancelled via the school answer phone service on the day of booking before the session has started. Afterschool club bookings must be cancelled before 12noon on the day of booking. If the session is not cancelled within these times full payment will be required. Late picks will incur a £5 charge per child. This charge is to discourage people from arriving after 5.30pm and should not be seen as a charge permitting late collection. When collection after 5.30pm occurs regularly we reserve the right to withdraw access to the club.

On collection, parents/carers are asked to sign their child out and record the time that they leave. Parents are asked to ring the bell/knock at the door if they arrive to pick up their child. If there is no answer, and in emergencies only, then parents are asked to ring the After School Club phone number 01995 603400 or 07968346776. Members of SLT may not always be on site but are contactable via telephone in cases of emergency.

Staff qualifications: 1st Aid, safeguarding level 1 and food hygiene certificates. DBS cleared.

Review: MAY 2019

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