



**East Park Academy – Xtra Parkers**  
**Breakfast & After School Club Policy**

**POLICY STATEMENT**

- East Park Academy Xtra Parkers Breakfast and After School Club was established in December 2018 to help meet the needs of our pupils, parents and the wider community.
- Xtra Parkers Breakfast and After School Club is committed to equal opportunities. No child who uses the club will be discriminated against on any grounds, e.g. race, gender, religion, disability or social background. Appropriate and reasonable steps will be taken to ensure that the service is accessible to all sections of the community.

**AIMS**

- To provide a secure, safe and welcoming before and after school facility for children whose parents are unable to bring their children to school at 8.50am.

**OBJECTIVES**

- To provide a secure, safe and welcoming environment for pupils from 7.30am until 8.50am for Breakfast Club and 3.10pm until 6.00pm for After School Club.
- To provide a Holiday Club available during the School holidays from 7.30am until 6.00pm at a daily or half day rate.
- To provide an affordable service for working parents and carers.
- To enable pupils to eat a healthy and varied breakfast before the start of the school day and a snack after school in a pleasant, relaxed environment.
- To employ highly effective supervisory staff.

## **CHARGING POLICY**

- Xtra Parkers charges for Breakfast Club and After School Club to cover the cost of staff engaged to provide extended activities and the healthy food provided. The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.  
Tackling deprivation and disadvantage to reduce attainment gaps is a core focus of extended services. There may be circumstances or occasions when the school allocates a place at either Club to a child. In this instance, the cost would be subsidised from wider school budgets.

## **PROCEDURES**

### **STAFFING**

- There are a minimum of four members of staff on duty at Breakfast and After School Club.
- The Headteacher and/or other members of school staff are on site from approximately 7.00am onwards.
- The staff at both Clubs are also employed by the school and have undergone all the necessary safeguarding checks. All staff are committed to on-going training and development.

### **CONTINGENCY ARRANGEMENTS FOR STAFF ABSENCES AND EMERGENCIES**

- If a staff member of either Clubs is absent they must inform the Headteacher before 7.00am. Cover will then be arranged.
- There are five members of school staff who may be called to cover at short notice.

### **BOOKING ARRANGEMENTS**

- Xtra Parkers Breakfast and After School Club has places for a maximum of 45 children attending on any one day.
- All parents/carers are required to complete a registration form. There is no charge for registering.
- The registration form will remain active for the duration of the child's time at East Park Academy. But the need for a place at the club must be restated at the end of the academic year, in good time for the start of the next year.

- We require one month's notice if a child is withdrawn from the club during the course of the year. A child can only be reinstated with the club providing space is available.
- Siblings of existing members should be placed on the waiting list to avoid disappointment in their year of entry to the school. There are no automatic rights to a place.
- For each new academic year priority for spaces will be given to existing club members, providing their intention to continue is made clear by the end of the outgoing academic year. At the start of the year, remaining places will be offered to all applicants on a first come first served basis.
- Casual places are available at any time during the year, providing spaces are available and a registration form has been completed.
- Parents/carers wanting an occasional day must notify the club at least two hours in advance on the day required to check on availability of spaces. In emergencies, Xtra Parkers will accommodate the child if there is a justifiable reason.
- The charge for Breakfast Club session is £4.00 from 7.30am until 8.40am when the child is taken to their class.
- The charges for After School Club are:
  - 3.10 – 4.00pm - £4.00
  - 3.10 – 5.00pm - £5.00
  - 3.10 – 6.00pm - £6.50
- The charges for Holiday Club are £20.00 for a full day from 7.30am until 6.00pm and £11.00 for half a day, 1.00pm until 6.00pm.
- Breakfast and Holiday Club is open to the MAT children and their families.

Payment should be made either at the School Office or at the actual Xtra Parkers Club. Payments through Parentline will be available from April 2019. If possible, payment in advance for all the sessions required in the same week is preferred.

It is expected that parents will not go into arrears and any arrears of more than two weeks or £50.00 will be referred to the Head Teacher and School Business Manager. They may be an agreement in place for parents/carers to pay monthly and through Childcare Vouchers, also

College attendance, through invoice. Should an agreement for payment not be able to be agreed and payment arrears not be brought up to date within a specified time limit, then your child's place may be withdrawn until such time as all arrears have been paid. Any future use of the clubs would then have to be paid for in advances.

## **USE OF REGISTERS**

- Children are registered as they enter the provision.
- For After School Club, parents sign their child out.
- For Breakfast Club, parents sign their child in.
- In case of an emergency, all staff and children will evacuate the building. Staff will escort the children to the designated lining up area in either the year 6 playground or the main school playground, dependent upon where they are at the time, and the register taken.

## **ORGANISATION**

- The Xtra Parkers Clubs are open to all pupils from aged 3 to Year 6, from timings are laid out earlier.
- They are held in the extended provision room where food is served and activities are organised. Younger children are assisted with their outer clothing and bags.
- Children are asked what they would like to eat and drink for breakfast. Children are able to see and select the foods that are on offer to them.
- A snack is provided during the After School Club, where usually it is a pre-arranged snack, unless the child prefers something else, whereupon this is accommodated.
- We will endeavour to encourage the children in healthy lifestyle choices. With this in mind, we will provide the children with healthy options for breakfast and afternoon snack.
- Food is served at the table where emphasis is placed on good table manners and behaviour throughout.
- Children are encouraged to have sufficient to drink to ensure adequate hydration at the start and end of the day.

- As each child finishes their breakfast/snack, they are encouraged to clear away their own crockery and cutlery, placing items in the washing up area.
- Warm water, liquid soap and anti-bacterial gel are available for the children and staff to clean their hands.
- Toilets are available in the provision for use by staff and children.
- After breakfast/snack, children may join another table where activities are laid out or choose to play or chat with friends.
- Children are also taken outside to the playground with adequate supervision from staff.
- The preparation and serving of breakfast finishes at 8.15am prompt for breakfast club to enable staff to wash up and clear away in time for the start of school. Children arriving after this time who have not eaten at home will be fed. Parents/carers should avoid causing this difficult situation if at all possible.
- The preparation and serving of the afternoon snack is usually served around 4.30pm, giving children adequate time to eat and clear away.
- All activities are cleared away by staff and children by 8.30am and 5.45pm. The supervision of Breakfast club is handed over to other members of staff at 8.30am and parents/carers at 6.00pm.
- All children are escorted directly to their classroom after Breakfast Club and are handed over to the class teacher.
- The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the school office but staff can also access these details through SIMS on their laptops. A copy of all medical conditions are stored in the provision room itself.
- CPOMS is used throughout the provision to support safeguarding for every child. This is linked to the whole school safeguarding policy.
- The school telephone number is used by the Breakfast Club with a mobile number in use after 5.00pm.

## **RESOURCES**

- Xtra Parkers resources are stored in the provision room. There is currently a variety of boxed games and sports/creative activities are

available. Team games are also organised and Xtra Parkers makes use of some school PE and outdoor equipment.

## **COMMUNICATION WITH PARENTS**

- A brief, informal chat with parents bringing children to Breakfast Club and collecting from After School Club is possible, although consideration of others should be given at this busy time.
- Written notes to parents may be conveyed through a note for the child to hand to their parent/carer, or a text message/email if necessary.
- Parents/carers may make appointments with the Headteacher to discuss matters pertaining to Xtra Parkers.

## **EMERGENCY EVACUATION PROCEDURE**

- Fire: Fire alarm sounds. Exit the Xtra Parkers provision through the appropriate fire exit and walk to the large back playground and line up.
- If children are on the front playground at the time of the fire alarm, this is also an assembly point so staff and children can stay on this playground.
- Bomb Alert: An alarm will be raised via a hand bell being sounded. Staff and children evacuate to a designated point outside of the School building.
- Lock Down: continuous alarm different to the fire alarm sound. Children and staff must lock all doors and draw all blinds and stay put until the all clear.

## **ILLNESS**

- The club has the right to exclude any child with an infectious disease, for example sickness and diarrhoea or impetigo, for a period of up to 48 hours or until the child is no longer infectious.

## **MEDICATION**

- The Xtra Parkers staff will only administer medication that has been prescribed by a doctor and where parental permission has been given on the appropriate form.

## **FIRST AID**

- First aid will be administered in line with school procedures, with the reference to the Health and Safety Policy.
- All Xtra Parkers staff hold a current Paediatric First Aid qualification.

## **RISK ASSESSMENT**

- A risk assessment is carried out for Xtra Parkers on an annual basis. A copy is filed within School.

## **CONFIDENTIALITY OF DOCUMENTS**

- Documents relating to Xtra Parkers are treated as confidential and are stored in the School Business Manager's office.

## **COMPLAINTS**

- All complaints notified verbally or in writing by a parent/carer of a child attending Xtra Parkers will be initially investigated by the Headteacher. Complaints will be handled in the line with the School's Complaints Policy.

## **POLICIES**

- The School Policies which are linked to this provision are: -  
Safeguarding  
Administering Medicines  
Health & Safety  
Whistleblowing

All Policies are available from the School Office.

February 2019

To be reviewed February 2020