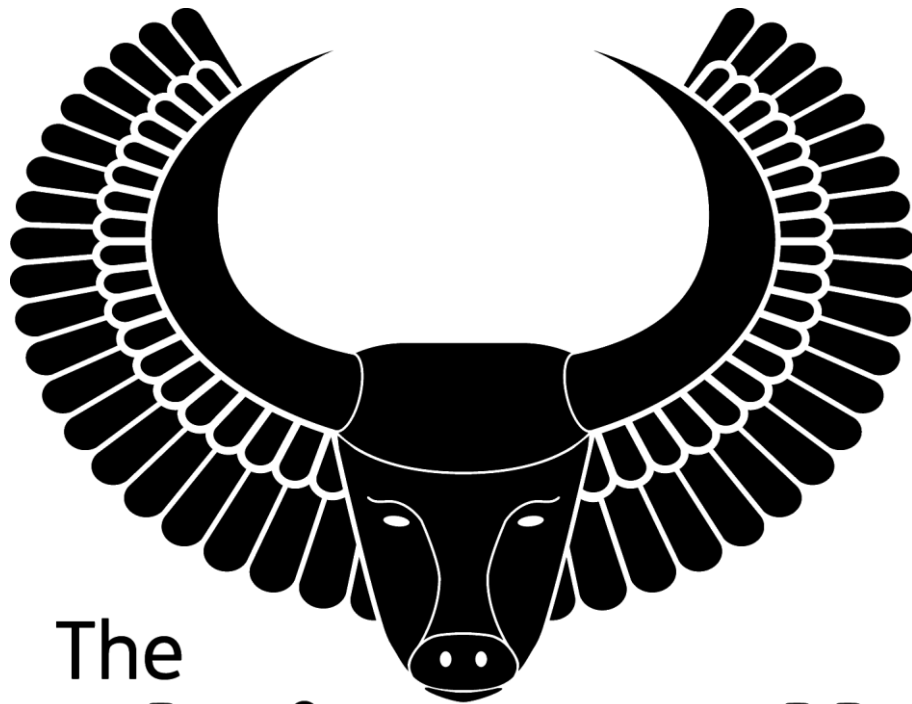


The Flying Bull Academy



The
Flying Bull
Academy

Breakfast and After School Club Policy

November 2024

Revised by School	Autumn 2024
Responsible Person	Grace Brown (headteacher)
Responsible Committee	Full Governing Body
Ratified by GB	November 2024
Next Review	Autumn 2027



THE FLYING BULL ACADEMY

A distinctive vision

Everyone in our school community deserves to be cared for unconditionally and valued equally as a unique person. In our learning, in our work, in our relationships and in the ways in which we organise our community we are committed to aiming for success in everything we do.

An ethos of local partnership

The Flying Bull Academy and the University of Chichester Academy Trust share the belief that education has the power to transform society. Our school is deeply rooted in its locality and encourages the involvement and interest of parents/carers and the community, recognising that strong and vibrant communities have partnership and inclusion at their heart.

Breakfast and After School Club Policy

Introduction

Breakfast club and after school club are run by The Flying Bull Academy and exist to provide high quality out-of-school hours childcare for our parents and carers. It provides a range of engaging and creative activities in a safe environment.

Breakfast club operates 8:00am-8.30am. After school club operates 3:15pm-5:15pm. Both clubs run during term time and current costs for each session can be obtained from the school office or on the school website. A copy of this policy is available on the school website. If you would like a paper copy, please ask a member of staff in the school office.

Admissions

- Only children attending The Flying Bull Academy from reception to year 6 are eligible to attend Club
- All places are subject to availability and must be booked and paid for in advance through the office
- All parents can access this policy through the school website
- All club staff are made aware of the details of a new child
- Children's attendance is recorded on a register

Arrival and Departure

Breakfast club arrival:

- Parents/carers are required to bring their child to the breakfast club, which is held in the meeting room
- Children should not be left before 8am
- Children will be sent to their classes at 8:30am

After school club arrival:

- All children attending after school club will meet in the year 5 shared area
- Children in KS1 will be brought to the year 5 shared area by a member of staff
- Children in KS2 will walk independently to the year 5 shared area
- Staff leading after school club will walk the children over to The Hewett Dale Inclusion Centre
- Any children who are not collected from school on time must be escorted to the club by a member of the LAPs team or by the class teacher. They must make sure the after school club staff are aware that additional pupils have been added to the club

The club staff will take a register of all children attending and will liaise with the class teacher or school office to determine any reason why a child is not accounted for.

Collecting children form after school club:

- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child
- Parents/carers must ensure that any person who may collect their child is listed on the collection form and that it is kept fully up to date

Behaviour

Whilst attending breakfast and after school club children are expected to:

- Follow our usual school values and expectations
- Respect one another
- Choose and participate in a variety of activities
- Ask for help if needed

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.

Inappropriate behaviour:

- Breakfast club and after school club follow the school's Relationship and Conduct policy
- If a child continues to display inappropriate behaviour in breakfast or after school club, staff will consult with parents/carers to create a plan to support the child

If after consultation with parents/carers a child continues to display inappropriate behaviour, breakfast club or after school club may decide that these clubs are not suitable for the child to attend. The reasons and processes involved will be clearly explained to the child and their parent/carer.

Staffing Ratios

For out of school clubs in which the youngest children are of reception age or older, the statutory minimum staffing ratio is 1:30. We aim to operate on a 1:15 ratio.

First Aid

- If an incident occurs where first aid is needed, staff will follow the school's First Aid policy.
- Parents/carers of any child who become unwell during breakfast and after school club will be contacted immediately. If a child is sent home during school hours, after

school club will be informed of their absence. You can request a refund via the office in this instance.

Food

Children in breakfast club have a range of cereals and toast to choose from. In after school club, children are offered a snack and squash. Parents/carers can provide a healthy snack for their child to eat in either breakfast or after club. Staff must remember that we cannot have nuts in school in any form and therefore any snacks provided, must not contain nuts. Staff will check for allergies using Arbor. Parents/carers must ensure that the school office is made aware of any allergies.

Telephone

The school's main phone line closes at 4:00pm. After this time, after school club can be contactable through the school mobile phone. The telephone number for the school mobile phone is 07396 824861. The parents/carers of children attending after school club will receive this telephone number from the school office.

Uncollected children

If a child has not been collected by 5:15pm parents/carers will be contacted in the first instance by telephone. The additional contacts parents/carers have provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the school's DSL, police and Social Services will be informed.

If a child has not been collected at the end of the school day (3:15pm) they may be placed in after school club at 3:25pm. This will incur a charge at the usual rate.

A late collection charge will be applied for any collection after 5:20pm (see website for current late collection charge).

Payment of Fees

It is a requirement of the club that parents/carers pay their fees in advance of the session and at the time of booking, through the SCOPAY. This is nonrefundable.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

Related Whole School Policies:

- Child protection policy
- Equal opportunities policy
- Health and Safety policy
- First Aid policy
- Relationship and Conduct Policy