



## Lowerhouse Junior School, Burnley

BREAKFAST & AFTER-SCHOOL CLUB POLICY	
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*Inspiring a lifelong love for learning*

*Aspiration*

*Integrity*

*Respect*

*Resilience*

*Aspiration Integrity Respect Resilience*

### **Aims**

To provide a secure, welcoming, before school facility for children. To provide a healthy breakfast and after-school care, help improve children's social skills and have a positive impact on improving their learning.

### **Objectives**

The Lowerhouse Junior School breakfast club and After-School provides a welcoming, safe, secure environment for pupils before the beginning and at the end of the school day.

To enable pupils to eat breakfast before the start of the school day and a safe space at the end of the school day in a pleasant, relaxed environment.

To develop their social skills to an age appropriate level in a positive way. To provide a calm 'learning through play' environment for those pupils by planning and delivering a range of different age-appropriate learning opportunities.

### **First Aid**

It is expected that first aid will be administered by either the breakfast club supervisor or another member of staff on site. It is expected that the health and safety policy is followed at all time.

### **Medication**

It is expected that the administering medications and the asthma policy be adhered to.

### **Activities**

A range of activities will be provided to extend and develop children's skills when they have eaten and finished breakfast or had snack. These will differentiate in accordance with the age and interest levels of the children attending, these may include board games, reading materials, colouring and mat games for pairs or small groups. There may also be physical activities and links to leading a healthy lifestyle.

### **Environment**

The safety and management of the environment is the responsibility of the breakfast club manager, after-school manager and assistants.

### **Confidentiality**

It is expected that the Code of Conduct and the Acceptable Use Procedures be followed at all times by staff.

### **Welfare and Safeguarding**

It is expected that KCSIE and the Code of Conduct and The Child Protection Policy be referred to by all staff

## **BREAKFAST CLUB PROCEDURES**

Breakfast club staff will be prepared for the arrival of children into breakfast club at 7:45am.

A register will be taken as children enter to provide a record of attendance each day.

The breakfast club staff will be responsible for planning the programme of activities and for assessing the quality of the delivery of the activities.

The breakfast club staff will seek to get further assistance from other staff who are already on site should the need arise. (Sending a pupil to alert the member of staff to come and assist).

Any parents who come into the breakfast club to provide reassurance for their child will be advised to leave at the earliest sensible opportunity.

All children should arrive at breakfast club no later than 8:30am.

All children who attend breakfast club are expected to eat breakfast.

It is expected that the behaviour policy of the school will be consistently applied by all staff.

### **Charges for Breakfast Club**

Booking in advance for up to the half term or the full term is the preferred method. Daily attendance without booking will not be an option, however allowances can be made to offer flexibility of adding a child onto the register (exceptional circumstances apply).

All children who are in receipt of a Free School Meal (PP) will be free of charge to access breakfast club. Daily charges are £1 for individual pupils. Unfortunately, we are unable to make refunds for absence during the term. All payments to be made through the school office.

### **Contingency arrangements for staff absences and emergencies**

If the breakfast club manager/assistant is absent, she/he must bring this to the attention of the Headteacher in the first earliest instance, allowing for a contingency plan to be put in place. It is expected that the reporting of absence procedures be followed.

### **Booking Arrangements**

Parents must arrange booking of places in Breakfast Club in advance, half termly or termly. Allowances may be made in offering flexibility of adding a child on roll at breakfast club on a day (exceptional circumstances will apply). Payment is expected in advance, paid directly to the school office for any breakfast provision to be taken.

### **Use of registers**

Children are registered as they enter the School Hall. Newcomers are added to the register.

The breakfast club manager will retain the registers.

At the end of breakfast club, the breakfast club manager tallies the numbers attending. In the case of an emergency where children have to be evacuated from the building, the register must be taken and children checked against the register to ensure their present. (Lowerhouse Junior School Fire and emergency evacuation procedures to be followed).

### **Organisation**

Breakfast Club is open to all children from year 3 to year 6 from 7:45am. It is held in the school hall. Entrance should be made through the main door at the school entrance. Children decide what they would like for breakfast and take it to their table. As each child finishes their breakfast they should clear away their crockery and cutlery then leave the table, making their way towards an activity that has been laid out for use. **Please be aware that breakfast club doors will not open any earlier than 7:45am.**

Emphasis is laid on good table manners and quiet behaviour throughout.

Children must use UKS2 toilets if necessary.

At the end of the session all activities will be cleared away by the breakfast club manager/assistant and children who attend. Children can then vacate the school hall, making their way through school towards their class.

All children's details including medical conditions along with parent's contact details are kept in the main school office.

Parents are expected to leave children with the breakfast club manager/assistant when entering the hall. Any deviation to this would be, for example if children were unsettled or unsure, in which case they can be accompanied until their child settles. The expectation would be that children would quickly become familiar with the routines and grow in confidence so that they become independent.

## **AFTER-SCHOOL CLUB PROCEDURES**

After-School club staff will be prepared for the arrival of children into the club at 3:25pm.

A register will be taken as children enter to provide a record of attendance each day.

The after-school club staff will be responsible for planning/providing the programme of activities and for assessing the quality of the delivery of the activities.

The after-school club staff will seek to get further assistance from other staff who are already on site should the need arise. (Sending a pupil to alert the member of staff to come and assist).

All children should be collected from after-school club no later than 5:00pm.

All children who attend after-school club will be offered a light snack (crumpet, bagel, toast, fruit) and a drink.

It is expected that the behaviour policy of the school will be consistently applied by all staff.

### **Charges for After-School Club**

Booking in advance for up to the half term or the full term is the preferred method. Daily attendance without booking will not be an option, however allowances can be made to offer flexibility of adding a child onto the register (exceptional circumstances apply).

Daily charges are £4 for individual pupils. Unfortunately, we are unable to make refunds for absence during the term. All payments to be made through the school office.

### **Contingency arrangements for staff absences and emergencies**

If the after-school club manager/assistant is absent, she/he must bring this to the attention of the Headteacher in the first earliest instance, allowing for a contingency plan to be put in place. It is expected that the reporting of absence procedures be followed.

### **Booking Arrangements**

Parents must arrange booking of places in After-School Club in advance, half termly or termly. Allowances may be made in offering flexibility of adding a child on roll at after-school club on a day (exceptional circumstances will apply). Payment is expected in advance, paid directly to the school office.

### **Use of registers**

Children are registered as they enter the School Hall. Newcomers are added to the register.

The after-school club manager will retain the registers.

At the end of after-school club, the breakfast club manager tallies the numbers attending. In the case of an emergency where children have to be evacuated from the building, the register must be taken and children checked against the register to ensure their present. (Lowerhouse Junior School Fire and emergency evacuation procedures to be followed).

### **Organisation**

After-School Club is open to all children from year 3 to year 6 from 3:25pm – 5:00pm. It is held in the school hall however a classroom will be used if a planned event is in place and the hall is unavailable. Children decide what they would like for snack and/or drink and take it to their table. As each child finishes their snack they should clear away their crockery and cutlery then leave the table, making their way towards an activity that has been laid out for use.

Emphasis is laid on good table manners and quiet behaviour throughout.

Children must use UKS2 toilets if necessary.

At the end of the session all activities will be cleared away by the after-school club manager/assistant and children who attend. Parents to collect the children from the main entrance before 5:00pm.

All children’s details including medical conditions along with parent’s contact details are kept in the main school office.

The expectation would be that children would quickly become familiar with the routines and grow in confidence so that they become independent.

**Risk Assessment**

<b><u>Activity</u></b>	<b><u>Risk</u></b>	<b><u>Measure in place</u></b>	<b><u>Responsibility</u></b>
Spillages	Slips/Trips/falls	Monitor floor surface, mop up any spillages – use wet floor signage	Breakfast Club Manager
Bumps or Falls	Injury to children	Minimise opportunities by ensuring children are engaged in activities Remind children the need for manners/walking and enforce quietly	Breakfast Club Manager
Children disappearing from hall	Unseen injury	Ensure that children are sent in two to the toilet, Keeping a record of attendance	Breakfast Club Manager
Physical Activities	Injury to child	Ensure that children are supervised – seek additional assistance from other members of staff if required	Breakfast Club Manager

Risk: - LOW (Dependent upon the appropriate supervision and enforcing safety and conduct rules)