



# Breakfast and After School Policy

St. Augustine's RC Primary School

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## Introduction

Breakfast and After School Club (BASC) is run by the Breakfast and After School Club Assistant (BASC Assistant) and other members of staff from St. Augustine's. Existing to provide high quality out-of-school hours childcare for our parents, it provides a range of stimulating and creative activities in a safe environment.

Breakfast Club operates from 7:30 a.m. - 8:30 a.m. and After School Club 3 p.m. - 5.30 p.m. Monday to Thursdays and 3 pm till 5pm on a Friday. A copy of this policy is available on the school website and parents/ carers of the pupils attending BASC will need to sign the policy agreement.

***All parents/ carers must complete their bookings through the Clubs payment item on ParentPay. Booking spaces are limited and you are able to book in advance or up to one day before the session. Payment is required before you're able to book in the session, if you pay with childcare vouchers you will need to do the claim up front and the office will credit your account. Please contact the school office or the BASC Assistant to enquire about spaces available for BASC if you have missed the deadline.***

## Admissions

- Only pupils attending St. Augustine's are eligible to attend. This includes all year groups from Nursery to Year 6.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents/ carers will be able to view this policy via our school website. Paper copies are available upon request. You are also required to sign a Google Form to agree to the Policy.
- All members of staff assisting with BASC are made aware of the details of new pupils.



- Children's attendance is recorded via ParentPay where every Friday you will receive an email with your balance. This must be paid and cleared weekly.

## Attendance

- If your child is booked in and doesn't attend you will still be charged for the session booked, unless this is due to illness and your child is sent home from school. You need to inform the BASC Assistant or school office at least 24 hours in advance if you would like to cancel a session booked, failure to do so will result in being charged to cover staff costs.
- If you collect your child earlier than the session booked you will still be charged for the session you have booked.
- If you arrive 10 minutes after your booked session you will be charged for the next session.

## Payment - ParentPay

You will receive your bill through email at the end of week from ParentPay Clubs if you're in debt. Your balance must be cleared as soon as possible so as to not accumulate debt. You may only pay for BASC using ParentPay, cash will not be accepted.

### Prices:

- Breakfast Club 7:30 a.m. - 8:30 a.m. - £3
- After School Club 3 p.m. - 4 p.m. - £3
- After School Club 3 p.m. - 5 p.m. - £6
- After School Club 3 p.m. - 5.30 p.m. - £8

## Arrival and Departure

Parents/ Carers are required to bring their child *directly to the club* where a member of Staff will let your child into the school. **The club opens at 7:30 a.m. if you're early please wait outside.** You should enter the club either from the Main Gate which will be **open from 7:30 a.m. and closed by 8:00 a.m.** Or you can gain access from the gate at Main Reception using an intercom where a member of staff inside can unlock the gate. Please walk round to the Year 3 & 4 cloakroom doors and use the intercom to let us know you've arrived.



When collecting from the After School Club you will **need to come through the gate at Main Reception and use the intercom**. The Main Gate will be closed and this will be your only access point. You're welcome to park in the staff car park whilst collecting from BASC.

**The last collection time is Monday - Thursday at 5.30pm and Friday at 5pm Please do not be later than these times.**

***If you're going to be late collecting your child you need to contact the school and the BASC mobile which will be available during BASC hours. Please ring 07586755690. Alternatively, contact the school office on 01642 599001.***

## **BASC Routine**

### Breakfast Club

- From 7:30 a.m. - 8:00 a.m. pupils will be given a selection of breakfast options if they require breakfast. Please drop your child off before 8:00 a.m. if they want something to eat. Two pupils may be selected to help make food with a member of staff to help them improve their motor skills, giving them more confidence in the kitchen.
- Whilst having breakfast pupils have the opportunity to go on computers, play games, read, watch a film, colour and draw etc.
- From 8:00 a.m. - 8:15 a.m. **All pupils will participate in the cleaning.** Ensuring the room is tidy and appropriate for the day of learning ahead.
- 8:15 a.m. - 8:30 a.m. pupils go into the hall or outside to play before school.
- 8:30 a.m. a member of staff allows KS2 pupils to go to their classroom as long as their teacher is present and the BASC Assistant walks KS1 and EY to their classrooms.

### After School Club

- At 3:00 p.m. KS1 pupils will be collected by a member of staff and KS2 will wait in their classrooms until an adult is there to supervise pupils.
- 3:00 p.m. - 3:30 p.m. pupils are offered fruit and vegetables as a light snack alongside a biscuit as a treat. Pupils have the opportunity to draw, enjoy a film/ programme, read and play games inside school.
- 3:30 p.m. - 4 p.m. If the weather is appropriate staff will take the children outside where they can play various games on the Y3 and Y4 playground. Please ensure you send pupils in with appropriate outdoor clothing as we want pupils to spend as much time outside as possible. If the weather doesn't support this and the hall is free, pupils will be taken into the hall to play games.



- 4 p.m onwards. For pupils staying later than 4pm they will be given a more substantial snack such as sandwiches, cereal or toast. Again, two pupils may be selected to help prepare food and then everyone helps tidy up at the end of the day.

## **Allergies, intolerance and medical conditions**

***When booking into BASC it is your responsibility to inform BASC staff/ school office if your child has any allergies, intolerances or medical conditions. This affects the shopping and the food that is available at BASC. Staff must be aware of medical conditions to ensure your child is looked after correctly for their personal needs/ requirements.***

## **Behaviour**

Whilst attending BASC pupils are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents/ carers about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the pupil will be temporarily removed from activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between pupils to try and resolve conflicts through discussion and negotiation.
- Staff will consult with parents/ carers to formulate clear strategies for dealing with persistent inappropriate behaviour.

***Parents/ Carers will receive a letter from the BASC Assistant if their child's behaviour has been inappropriate and disruptive. If the behaviour continues throughout the week(s)***



***Parents/ Carers will be spoken to. Furthermore, if there is still no more improvement in behaviour pupils will NOT be allowed to attend BASC the following week.***

## **First Aid**

- During BASC there will always be at least one member of First Aid trained staff. Any incidents will be accurately reported to the parents/ carers upon collection. If urgent contact is required you will be contacted via the mobile number you have provided on registration to the school.
- Parents/ Carers of any pupil who becomes unwell during BASC will be contacted immediately. If a pupil is sent home during school hours but is booked into the Club you will not be charged for the session.

## **Missing or Uncollected Children**

### Missing Pupils

In the event that a pupil goes missing, the following procedures will be undertaken:

- Senior school staff will be informed of the missing pupil.
- Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the pupil remains missing, the emergency services will be contacted.

### Uncollected Pupils

If a pupil has not been collected by the end of the session parents/ carers will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately thirty minutes, the Police and Social Services will be informed.

***If you're late regularly on multiple occasions a late fee may be added to your account or further bookings may not be allowed. Please ensure you're on time. If someone else other than yourself is collecting your child/ children please inform the office either by telephone or email.***

***Telephone - 01642 599001***

***Email - [enquiries@staugustines.npcat.org.uk](mailto:enquiries@staugustines.npcat.org.uk)***



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I ..... Parents/ Carer of  
..... have read and accepted a copy of BASC's policy  
and agree to abide by the terms stated.

I accept that I am the 'contracting parent' for the above pupils and agree to make payments on time through ParentPay for St. Augustines Breakfast and After School Club. Failure to pay in accordance with the agreement will result in my child being withdrawn from Breakfast and After School Club. I accept that if my child has continuous challenging behaviour that my child will not be allowed to attend Breakfast and After School Club. I accept that it is my responsibility to advise staff of any allergies, intolerances and medical conditions.

Parent/ Carers signature .....

Print name .....

Date .....



ST AUGUSTINE'S  
CATHOLIC PRIMARY SCHOOL