

St Thomas More Catholic Primary School



ST THOMAS MORE
CATHOLIC PRIMARY SCHOOL

‘Schools In’ Policy

Date completed	October 2021
Review Date	September 2022

Introduction

St Thomas More Catholic Primary 'Schools In' Club has been introduced to provide wraparound care/support for our families including our working families. It is supported by Greggs Foundation, who want to provide a simple nutritious breakfast to children.

The Greggs Foundation provide initial setup costs, free bread from the local Greggs shop and funding for other food stuffs and equipment and board games.

Aims

- To provide a welcoming, safe, secure and welcoming environment for pupils before the beginning of the school day.
- To provide children with a simple nutritious breakfast before the beginning of the school day in a pleasant, calm and relaxed environment.
- To provide a wide range of structured play activities, enabling children to engage socially and learn with children from other year groups.
- To continue to build positive relationships with parents/carers and support them with before school childcare.

Organisation

- Schools In begins at 8.00 am.
- Parents are asked not to bring their child to Schools In prior to the start time of 8.00 am. or after 8.25 am. If your child has not arrived by 8:25am, you will have to wait with your child until 8:30am for them to attend Breakfast Club and they will be marked absent from Schools In. Any persistent absences may result in your child losing their place.
- Breakfast Club is held in our school dining hall which will be accessed from the main entrance.
- For Safeguarding purposes parents must sign their child into Schools In and ensure they have entered the building.
- In circumstances of over subscription, places will be allocated on a first come, first served basis and a waiting list will be maintained and kept in the school office.
- All requests for places must be made via the school office.
- Once a place is available parents will be notified in writing.
- The limited 40 places are open for children from Reception to Year 6, with some exceptions for Nursery AM children only if deemed appropriate.
- Schools In does not operate the first week of the Autumn Term or on Professional Development Days.
- At 8.30am children will be taken into the main hall to complete some wake up shake up activities and games.
- Games and activities are available to choose from after the children have had their breakfast. Bringing own games, toys, etc is not allowed.
- Normal school rules apply during this time.
- 2 weeks absence will result in losing place.
- Places are limited so if you no longer require this service please advise the school office immediately.
- Children are registered annually for Schools In.

Staffing

- There are two Schools In Supervisors who are on site from 7.45 am to set up to be ready to open at 8.00 am.
- If a member of staff is going to be absent they will ring their appropriate contact in order for replacement staff to be arranged.
- In addition to Schools In staff the Site Supervisor will also be on site from 7.45 am.
- The Head Teacher is on site from 8.10 am.

Safeguarding

- In accordance with safeguarding arrangements, everyone involved in the running of the Schools In, either in a paid or voluntary capacity will have a current DBS clearance. These records are held in the school office.
- Schools In staff follow existing school policies and procedures for child protection and the code of conduct.
- Where ICT equipment is used they must follow the school's E Safety Policy and Procedure.

Behaviour

- As Schools In is run by the school, the existing school Behaviour Policy will be followed.
- If a child continues to behave badly the school reserves the right to withdraw the place, either temporarily or on a permanent basis.

Catering

- The dining hall is used for preparation and serving of food.
- For cereals and cold drinks children are encouraged to serve themselves.
- All Schools In staff will have Food Hygiene Certification.

Health and Safety

- All electrical equipment is PAT tested annually
- A separate risk assessment has been completed for Schools In sessions and activities.

Communication with Parents

- Schools In staff will have verbal communication with parents, which may involve passing a message to classroom teachers.
- Written notes to parents from Schools In staff will be passed via the child's classroom teacher.

Fire Procedure

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly way via the closest exit.

- They will congregate in the playground.
- The Schools In register will be taken outside and all names checked.
- There will be a fire practice once per term.

Cancellation

The only possible causes for cancellation would be school closure due to adverse weather conditions or problems with the building e.g. no heating or water supplies. In the event of closure:-

- A text message will be sent as early as possible.
- During adverse weather conditions school closure will be reported on Middlesbrough Council's website, TFM Radio and the school website.

Medication

- Inhalers are kept in a designated box in each classroom. If a child needs an inhaler, a member of the Schools In staff will escort the child to the classroom and observe that it has been taken correctly.
- All other medication administered will follow the existing school policy.
- Allergy information should be updated regularly and staff have access to this.

Complaints

All complaints will follow the school's Complaint Policy.

Breakfast Club Application Form

Name of Child/ren		Class		
1		1		
2		2		
3		3		
Days Required				
Monday	Tuesday	Wednesday	Thursday	Friday
Emergency Contact Details				
Name	Relationship	Telephone No	Mobile No	Work No
Name	Relationship	Telephone No	Mobile No	Work No
Name	Relationship	Telephone No	Mobile No	Work No
Medical Details				
Name of Dr		Telephone No		
Known Allergies				
Other Medical Conditions				
Parent/Carer Signature			Date	

By signing this form, I agree to conform to the Schools In Policy and Procedure and failure to do so could result in the withdrawal of the place.