

BEACON RISE PRIMARY SCHOOL



HomeBR Policy ***Breakfast and After-School Club***

Aims

- To provide a welcoming, safe and secure environment for pupils before the beginning of, and at the end of, the school day
- To provide an affordable, self-sustaining, early drop off/after-school childcare facility for parents/carers during term time
- To continue to build positive links/relationships with parents
- To provide children with a nutritious breakfast at the start of the day or snack at the end of the day in a pleasant and relaxed environment
- To provide a calm play environment in which for children can engage socially with children from other year groups, therefore strengthening relationships in the school community

Procedures

Staffing

There will always be a minimum of two Breakfast Club staff at each session. In addition to Breakfast Club staff, the Site Manager will be on site from 6.00am, and members of the Executive Leadership and Senior Leadership Teams will be on site from 7:50am. Parents should not drop off their children earlier than the start of 7.50am and there will be no supervision of children arriving earlier.

There will always be a minimum of three ASC staff at each session (or two from 5pm). In addition to ASC staff, the Site Manager or Caretaker will be on site until 6.15pm, and a member of the Executive Leadership or Senior Leadership Team or the HomeBR Play Leader will be on site until 5.30pm.

Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, they must ring the HomeBR Play Leader or the School Business Leader who will arrange cover.

Booking Arrangements.

Places are pre-booked and the school operates a waiting list. If you would like your child to be added to the waiting list, please contact the school office.

Charges

The club must be sustainable. The cost per child will cover staff costs, administration, resources and overheads. The cost will be for each child and no discounts will be available for siblings. There will be no reduction for less than a whole session.

Breakfast Club	September 2021 – per session	£2.50
After School Club	September 2021 – per session	£9.00

Staff who work and have children at Beacon Rise Primary School will pay for breakfast taken and be limited to 4 staff children per session. A reduced staff rate is available for After School Club.

Payment/Non-payment.

Parents must credit their ParentPay account in advance with exception of childcare vouchers that must be received by the school within 4 weeks of that session. In exceptional circumstances, such as cases of non-payment, the place will be offered to others. If your ParentPay account is not settled within 14 days of the last session attended, access will be denied from that date onwards.

A letter will be sent in advance of any such action.

Cancellation by Breakfast Club:

The only possible cause 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 member of school will either send a Szapp or telephone during the day or if Breakfast Club before 7:45am
- During adverse weather conditions school closure will be reported on the South Gloucestershire Website
- A 'credit' or refund will be made in respect of any days cancelled by HomeBR

Cancellation by Parents and Refunds

Due to the need to pay and book places in advance so that levels of staffing can be organised, we will be unable to offer a refund if a child does not attend.

Refunds will (with exception of cancellations made by HomeBR as stated above) **only** be available upon written cancellation by a parent of the child as follows:

- Pre-booked places will automatically continue until cancelled
- Subject to the following paragraph: cancellation of pre-booked places must be in writing and must give two weeks' notice, i.e. no refunds will be given for days between the receipt of written notice and two weeks thereafter
- Cancellation of a pre-booked place for a following term must be given no less than 2 weeks before the end of term. Failure to give notice in accordance with this paragraph will lead to charges in respect of some or all of the first two weeks of the following term on a pro rata basis (e.g. cancellation in respect of the following term given one week before the end of term will lead to charges for the first week of the new term due to the delay in notification)

Registration Forms

A registration form must be completed in full with an After School Club password, dates required and each child's details including; medical conditions, parent/carers contact details, additional emergency contact information and allergies before the first session. This information is kept securely in HomeBR. Parents must notify ASC immediately of any change to these details. Children cannot be accepted in the club without a signed form.

Use of Registers

Children will be registered as they are admitted in Frome Building HomeBR door by one of the Breakfast Club staff on duty. The register will be kept in the Breakfast Club room during the session, and stored in the HomeBR locked cupboard outside of club hours.

Cooking and Serving Facilities:

For Breakfast Club Alliance in Partnership catering services will supply food and equipment e.g. plates, cutlery and provide staff to prepare and serve food. The choice of food and prices will be made available to parents and carers via the school website. Breakfast food costs will be added to ParentPay on a weekly basis, and should be settled via ParentPay weekly.

For After School Club Children will be offered a variety of snacks, including fresh fruit. Children will have access to drinking water throughout the session. Any food allergies/dietary requirements must be notified on the booking form.

Menus

Menu choices will be notified to parents and carers. Allergy information will be available from Alliance in Partnership (AinP) catering services and will be updated regularly. Breakfast Club staff have access to this. Breakfast menus can be viewed on the school website at www.beaconriseprimaryschool.co.uk/breakfast-and-after-school-clubs/

Organisation

Breakfast Club will be open to pupils from Reception to Year 6 from 7.50am until 8.50am. Children will be admitted and registered in HomeBR. Breakfast will be available from 7.50am to 8.30am.

ASC will be open to pupils from Reception to Year 6, 3.15pm – 6.00pm and children will be admitted and registered in the Lower Frome HomeBR room. Children can be collected at any time during the course of the afternoon session. Parents will be charged for the whole session, as booked, even if they are collected earlier. If parents/carers make alternative arrangements for collection of their children they will need to notify the club, giving details of the person who will be collecting on their behalf and ensure that person knows the current password. Absences will be managed by the school office.

Absences

If children are attending school but will not be attending Club, then it is the parents' responsibility to advise the club 24 hours before. If children are registered to be at the club but do not attend we will call parents, emergency contacts and if no response we will contact the Social Services and Police.

Children attending other school run school activity clubs

Parents need to inform ASC if children will be attending school led or non-school led activity clubs. Whole session charges will still apply. Activity Club leaders will take pupils to ASC at the end of each session.

Late Collection

After School Club operates between the hours of 3.15pm and 6.00pm and all children must be collected *before* the club closes at 6:00pm.

If parents have a problem getting to the club on time they must telephone the ASC to advise of the reason for the delay and make alternative arrangements for the collection of the children. If a parent arrives late (after 6pm) for any reason, a late charge will be incurred.

Whilst the school recognises rare circumstances that can cause unavoidable delays, incidents that result in staff having to stay beyond their hours of employment will incur a fixed fee, in order to pass on the costs of inconvenience to school employees and any claims for overtime. At least 2 members of staff will wait with the child and every effort will be made to contact the child's parents.

Notification of lateness

If for any reason you may be delayed, please telephone 01454 867232 (option 4), as soon as possible to make the HomeBR team leader aware of the situation.

If a parent is persistently late, the ASC will inform Social Services, as staff cannot assume responsibility for the children. If children fail to be collected from the club, every attempt will be made to contact their parents/guardians or other designated adult using the emergency numbers supplied. If this is not possible Social Services will be contacted to make arrangements for short-term care.

In order to cover the additional costs of staff waiting with the children beyond their contracted hours the following charges will apply.

Late collection charges

On the first occasion of lateness a warning will be given and the information kept within the Late Register Record. A late collection following the warning in the same academic year, will be chargeable, for each child collected after 6.05pm and a meeting with the school.

- The charge will be £1.00 per child, every minute (or part thereof), after the booked session has ended.
- The fee will need to be paid in full and will be accrued via ParentPay.

On each occasion, the fee will be charged and the parents reminded of the importance of collecting children on time. The incident will be logged as a safeguarding incident. Any further instances will result in that child's place in After School Club being reviewed and may be revoked.

Addressing barriers to achievement

Breakfast club will be offered to pupils that the school feels would benefit from attending, by providing an environment to enable them to:

- Interact with staff, and ensure that they are settled in the morning

- Improve attendance by being on time for morning registration
- Address problems relating to pupils being hungry on arrival at school

These spaces will be funded by the school.

Resources

All resources are kept in HomeBR. All electrical equipment is PAT tested, as required.

Behaviour

Because all HomeBR sessions are run by the school, the existing school Behaviour Policy (and all other relevant policies) will be followed.

Communication with Parents

Staff may receive a message to pass on to a teacher from parents/carers either dropping or collecting children. A record of these messages should be kept, such as CPOMS or via email or parents encouraged to email this to school@beaconrise.org.uk.

Written communication to parents by HomeBR Staff will be undertaken by the school office or the HomeBR Play Leader.

Parents may make appointments with the HomeBR Play Leader or the School Business Leader to discuss any matters/issues.

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of HomeBR, will have current DBS clearance and all other required recruitment checks in line with the latest version of Keeping Children Safe in Education. These records are held by the school office.

HomeBR staff will follow all existing school policies and procedures including safeguarding, child protection, e-safety and the code of conduct.

Fire Procedure

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

- They will congregate on the Multi Use Games Area (MUGA) outside Fern Hill.
- The club register should be taken outside and all names checked.
- There will be a fire and lockdown practice alternately each term during curriculum time.

Lockdown procedure

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

Medication

Medication is kept in the medical unit in the school office. If a child needs medication (for example an inhaler), a member of the HomeBR staff will escort the child to the office and observe that the medication has been taken correctly. A text will be sent to a parent/carer, from the school office staff or the person collecting the child will be told and given a note from the ASC staff.

All other medication administered will follow the existing school policy (the Administration of Medication Policy).

If in doubt as to the application of this policy, parents are encouraged to contact the HomeBR Play leader or School Business Leader for clarification.

Risk Assessment

A risk assessment will be completed for Breakfast Club and another risk assessment for After School Club and activities.

Confidentiality of Documents

All confidential data are kept securely in line with the school Data Protection Policy (GDPR).

Complaints

All complaints notified in writing by a parent regarding the any aspect of HomeBR will be investigated by a member of the School Senior Leadership Team and a record kept of the outcomes.

This policy will be made available to parents and carers via the school website.

Approved by the Leadership Governors	Term 1 2021-23
Review date	Term 1 2023-24

After School Club

Monday – Friday 3.15pm – 6.00pm



Pre-Booked Place Booking and Information Sheet

Child's Name:

Class:

Child's Date of Birth:

Does your child have any allergies? (please provide details):

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.....

Does your child have any medical conditions or other support needs? (please provide details):

.....
.....

Parent/Guardian names:

(1): Tel No: Contactable during sessions: Yes / No

(2): Tel No: Contactable during sessions: Yes / No

Home address (including postcode):

.....
.....
.....

During After School Club Sessions other emergency contacts (names and telephone numbers):

(1): Tel No: Authorised to collect child: Yes / No

(2): Tel No: Authorised to collect child: Yes / No

(3): Tel No: Authorised to collect child: Yes / No

Please indicate (by circling) which sessions you wish to book your child into:

Monday Tuesday Wednesday Thursday Friday ADHOC

SECURITY PASSWORD

If there is someone collecting your child who does not normally do so, or we do not recognise an individual, we would like you to provide HomeBR with a password, that we can use and ask them. If there is anyone you DO NOT wish to collect your child please also let us know in writing. All information given to us will be treated in the strictest confidence, and please do not feel offended if we ask anyone for a password when collecting children; the children's safety is our main concern.

Please note no one under the age of 16 is permitted to collect a child from the club even with the Parent/Carers permission.

Password:

Any other information:

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Occasionally, your child may have the opportunity to watch a PG rated film at ASC club. If you would rather your child didn't participate in this activity, please tick the box below.

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We have purchased an Xbox for use at HomeBR After School & Breakfast Club. Games played on the Xbox may be up to PEGI rating 7, which means that it may not be suitable for children under 7 due to certain scenes or content.

If you would rather your child does not use this facility, please tick the box below.

Signed (parent or guardian): Name:

Date:

Breakfast Club

Monday – Friday 7.50 – 8.50



Child's Name:

Class:

Child's Date of Birth:

Does your child have any allergies? (please provide details):

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.....

Does your child have any medical conditions? (please provide details):

.....
.....

Parent/Guardian names:

(1):

(2):

Home address (including postcode):

.....
.....
.....

During Breakfast Club Sessions emergency contacts (names and telephone numbers):

(1):

(2):

(3):

Please indicate (by circling) which pre-booked sessions you wish to book your child into:

Monday Tuesday Wednesday Thursday Friday

Signed:

Print name:

Date:

- We have purchased an Xbox player for use at HomeBR After School & Breakfast Club. Games played on the Xbox may be up to PEGI rating 7, which means that it may not be suitable for children under 7 due to certain scenes or content.

If you would rather your child does not use this facility, please tick the box below.

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