



## Breakfast Club and After School Club Agreement 2022

*'Inspiring learners, Building foundations,  
Shaping tomorrow'*

*The Academy is committed to safeguarding and promoting the well-being of all children and expects our staff and volunteers to share this commitment.*

*We are a dyslexia friendly school and seek to ensure that our policies and practice enable all children and adults to fulfil their potential.*

*As a Rights Respecting Academy, we aim to support our children to grow into confident, caring and responsible young citizens, both in school and within the wider community.*

*By learning about their rights, our children also learn about the importance of respecting the rights of others.*

## Aim

We aim to ensure that we offer our services to all pupils within our school. This service is not offered to children who do not attend the school.

## Method

In order to achieve this aim, the Breakfast Club and After School provision operates the following policy:

- We open Monday to Friday, term time only with the exception of teacher days, Bank holidays and unavoidable closure days.
- Our Breakfast Club will open at 8.00am and end at 8.45am (maximum of 40 pupils).
- Our fees are £4.00 for a morning session.
- Our After-School Provision will start at 3.15pm and close at 5.45pm (maximum of 35 pupils).
- Our fees are £5.00 for an afternoon session up to 4.30pm
- Our fees are £8.00 for an afternoon session up to 5.45pm.
- Children who attend extra-curricular activities and require the After-School Club provision will have costs adjusted accordingly.
- All pupils need to be pre-booked, in advance so that we are able to maintain correct staffing ratios. Booking is on a first come, first served basis.

## Booking

All pupils need to be pre-booked, in **7 days in advance** so that we are able to maintain correct staffing ratios.

## Children collected late from a session

If children are booked in for the shorter afternoon session (until 4.30pm) and are not collected by 4.35, the booking will be changed to the longer afternoon session and parents charged accordingly. Where a child is collected late, after 5.45pm, there will be a fee payable of £25.00. This fee covers the cost of two staff remaining to care for your child, associated utility costs and caretaking.

## Form completion

- Parents/carers will be asked to complete all the necessary forms and consents when registering their child.
- Sessions must be booked through MCAS or the school office. All monies are payable on MCAS as we are a cashless school.

## Food and Meals

Breakfast Club: breakfast will be provided to all of the children who arrive before 8.30am. There is a choice of cereal, toast and pancakes.

After School Club: All children will be provided with a snack and a drink at 3.15pm. Children who stay later will be provided with a meal at 5.00pm. Please ask staff for a copy of the weekly menu.

## Absence

- We cannot refund sessions a child missed due to illness or holidays.
- When a session is booked it is held open for that child whether or not they then attend.

## Right to refuse

Fairway withholds the right under certain circumstances to withdraw the rights for parents to use the facility of Before or After School Club.

These include

- Where arrears have built up beyond £100 (not including families who pay via Childcare vouchers) and where efforts by the Academy to reclaim that money have not been successful.
  - We understand that in negotiation with the parents, payment plans can be put in place where temporary difficulties exist within the family finances and we would not withdraw the right to a place where we have the support of the parent in reclaiming that money.
- Where a child's behaviour is not acceptable or they put another child's or adults' safety in danger.
  - This is the decision of the Headteacher in conjunction with the Breakfast Club Manager and After School Club staff. The Headteacher will first contact the parent to find a solution to the situation and to seek assurances from the parent and the child that their behaviour will improve.
  - Should, despite these assurances, the behaviour remain unacceptable or dangerous, then Fairway will withdraw the place for that child.

- If a place for a child has been withdrawn, either temporarily or permanently, and the child is not collected, Fairway reserves the right to levy a surcharge of £25 per child per occurrence.
  - In cases of family emergency, the Headteacher will be responsible for the safety of the child. No child will be left unattended and potentially at risk. (See uncollected children guidance from BCC)
  - Where this surcharge remains unpaid after 28 days, it will be passed to University of Wolverhampton Multi Academy Trust finance department for action.

### **Behaviour in Breakfast and After School Club**

Whilst attending Club, children 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
- Be allowed to enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Sticker rewards
- Informing parents about individual achievements
- Breakfast and After School Club awards given out during Friday's session.

### **Dealing with inappropriate behaviour:**

Challenging behaviour will be addressed in a calm, firm and positive manner. The strategies will be as follows:

- First formal verbal warning-pupils are first given a warning to remind them of expected behaviour
- Second formal verbal warning- if necessary, the pupil will be temporarily removed from the activity
- Staff will encourage the child to discuss their behaviour, to explain their actions and to identify strategies for avoiding such incidents in the future
- Should the poor behaviour persist, details of formal warnings will be logged in the Incident Record Book and kept in the child's records
- Formal warnings will be discussed with the child's parents, and all staff will be notified within club

- If a child's record becomes a concern or an incident is putting their safety and others at risk, a staff member will inform the Headteacher, who with the Manager, will meet with the parents to discuss concerns and ways to move forward.
- The Manager will inform the Headteacher if behaviour warrants suspension or exclusion.

### **Temporary suspensions**

Temporary suspensions will be applied in the following situations:

- Where formal warnings have failed to improve a child's persistent, challenging and unacceptable behaviour.
- In the event of an extremely serious or dangerous incident we will suspend a child with immediate effect. We will contact the parents and ask that the child be collected immediately. Immediate suspensions require the Headteacher's agreement.
- At the end of the suspension period the Headteacher will meet with the parents and the child, in order to agree any conditions relating to the child's return to the club.

### **Permanent exclusions**

In exceptional circumstances, and only when all other attempts at behaviour management have failed, it may be necessary to permanently exclude a child from the setting.

If a child is excluded from the club, the parents will be given a verbal and written explanation of the issues and subsequent actions. The parent has the right to appeal to the Trust Local Advisory Committee (TLAC) against the exclusion within 14 days of receiving written notification of the exclusion.

### **Monitoring**

This agreement will be reviewed every three years and shared with the TLAC.

# Fairway Primary Academy

## Breakfast Club and After School Provision

### Registration form

Breakfast Club		After school provision	
Name of Child		Date of birth	
Class		Email address	
Parent/carer			
Address			
Home telephone No.		Mobile No.	
Who will collect from after school club?			
Does your child have any allergies?	Yes	No	
If yes please give details			
Doctor			
Surgery Address			
Surgery telephone No.			
Emergency contact 1			
Name			
Relationship			
Telephone No	Home	Mobile	
Emergency contact 2			
Name			
Relationship			
Telephone No	Home	Mobile	

Emergency contact 3			
Name			
Relationship			
Telephone No	Home	Mobile	
In the event of an emergency I authorise a paramedic to be called and/or my child to be taken to hospital	Yes	No	

- I am aware that if my child becomes ill or should their behaviour be deemed unacceptable I will be phoned and asked to collect my child immediately.

Print Name	
Signed	
Date	

All information on this form will be kept confidential