

Rationale

The Breakfast Club and the Funzone After School Care Clubs are organised by Bleakhouse Primary School. These are extended school activities designed to allow children to be in school from 7:45a.m in a morning and until 5:30p.m. after school during term time only.

Breakfast Club allows the children to have the opportunity to have a choice of food and drink for a healthy start to the day, and to join in activities on offer. Funzone provides a light snack and a drink at around 4:00p.m. All children are also encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other developing social and interactive skills.

Objectives

- To provide a welcoming, safe, secure environment for pupils before the beginning and after the end of the school day.
- To enable pupils to eat breakfast before the start of the school day or have a light snack after school in a pleasant, relaxed environment.
- To employ caring supervisory staff.
- To provide a calm play environment for those pupils where children access a variety of planned activities.
- To provide an affordable service for working parents.

Organisation

Both clubs are open to all pupils attending Bleakhouse Primary School. Breakfast Club is open from 7:45a.m. to 8.45a.m., but children should arrive no later than 8:30a.m. to enable staff to clear food and clean before the start of the school day. It is held in the school's Community Room. ***Parents must sign their child into the Breakfast Club register each morning, as they come into the Community Room door.*** Children are escorted to their classes ready to start the school day with the rest of their class.

Funzone operates from 3:15p.m. to 5:30p.m.in the Community Room. Children are collected from their classrooms at the end of the school day and escorted to the club by a member of staff.

Children can only be collected from Funzone by their parent(s) or by an adult (over 16) who the parent had authorised to collect. In exceptional circumstances the school will allow a 15-year-old to collect a child if written, dated consent is provided by the parent. Parents are able to directly telephone the Breakfast Club/Funzone After School Club with urgent messages during the clubs opening times. The telephone number is 0121 422 2886. ***Parents must sign that they have collected their child from Funzone as they come to the Community Room door.***

In the event that an unauthorised person attempts to collect a child, the parent will be contacted to check whether the person can collect the child or not. If the parent cannot be contacted, then the child will not be permitted to leave the building with the unauthorised person. This is to safeguard the children.

The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the School Office. It is the responsibility of the parents to ensure that the office is informed of contact changes.

Booking a Place

Application forms are available from the School Office. Places do not have to be requested for every day, however, it is helpful if Parent requirements follow a regular pattern. Once booked the place is secured for the whole year. The school does try to be flexible and understands that often parent working patterns can vary due to shift work. If this is the case then please speak to a member of the Office Staff.

If there are more requests for a place at a Wrap Around Care club the school will hold a waiting list of applications that have been unsuccessful. Should places become available during the year then places will be offered in accordance with the child's position on the waiting list.

Use of registers

Children are registered as they enter the school and signed in by Parents. Newcomers are added to the register. The Breakfast Club staff retain the registers which are kept in the school office. At the end of Breakfast Club/Funzone, the staff tally the numbers attending. For children attending Breakfast Club, it is the responsibility of the parent to ensure that the children enter school safely and are signed in. This is to ensure the children's safe arrival. Responsibility for the children is only taken if the children are correctly signed in.

In case of an emergency where children have to be evacuated from the building, (the register must be taken), the children are checked against the register to ensure they are present. The signed register from parents is also checked against the register to ensure all children are present.

Staffing and Supervision

The children are adequately supervised at all times. A minimum of two staff are on duty and staffing ratios consider the age of the children attending (minimum of 1:30 for Reception - Year 6 and 1:8 for children in Nursery). All members of staff are DBS checked. At least one member of staff on duty holds a current First Aid/Pediatric First Aid Certificate. Designated Safeguarding Lead training is also completed by some staff members.

Parents of any child who become unwell during Wrap Around Care clubs will be contacted immediately. If a child is sent home during school hours, Funzone After School Club will be informed of their absence.

Food and Activities

Children will be offered a range of food for breakfast and the light snack after school. As well as breakfast/light snack a number of activities will be on offer for the children to participate in. These will include craft activities, games, toys and opportunity to complete home learning. All resources necessary for the club will be purchased through the school budget designated for such purchases. When the weather permits the school EYFS outside area, playground, fields and school garden will also be used for outdoor activities.

Behaviour Policy

Our Behaviour Policy will follow the School's Behaviour Management Policy. Our Behaviour Policy will be based on a whole school approach to positive reinforcement and modeling of good behaviour. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour then parents will be contacted. Ultimately exclusion from wrap around care will be the final sanction from such provision when all possible strategies have failed.

Pricing Policy

The Breakfast Club daily fee is £4.75

The Funzone daily fee is a flexible arrangement for parents who do not need the full 2¼ hours provision:

- Option A – 3:15p.m. – 4:30p.m. (or part thereof) will cost £5.75 per day
- Option B – 3:15p.m. – 5:30p.m. will cost £8.75 per day

The fees are to cover the cost of:

- Staffing
- Food
- Equipment and day to day running costs
- Utilities

Due to the additional costs incurred by the school if a child is not collected by 5:30p.m. late collection charges are added to a Parent's account. These are:

- Collection between 5:30p.m. and 5:40p.m. an additional £5
- Collection between 5:41p.m. and 6:00p.m. an additional £1 per minute
- Collection after 6:00p.m. a minimum penalty charge of £50 in addition to the above charges

There is no charge for INSET Days, Bank Holidays or School holidays.

If children are not collected from school by 3:30p.m. they will be placed in Funzone After School Club. Parents will need to collect their child from the Community Room. There is a £5.75 charge for this.

If children are not collected by 4:30p.m. following an after school activity club (such as multisport) they will be placed in Funzone After School Club. Parents will need to collect their child from the Community Room. There is a £5.75 charge for this.

It may be necessary to change fees from time to time; however, Parents/Carers will always be given at least one month's notice. Payment should be made through ParentPay at the end of the following week.

If a parent/carer owes more than 4 weeks money *or over £50 per child* the child's place at Breakfast Club and/or Funzone After School Club will be reconsidered.

Parents will be asked to complete a Wrap Around Care Club application form at the beginning of the school year to ensure a place is available for their child. Places are limited to 40 and so are given on a first come first serve basis. It is the parents' responsibility to inform the school if the initial requirements change during the school year. Place requirements will also be confirmed by the School Office during the school year.

Refunds are not given in the case of absence. Failure to pay may lead to child losing their place at Breakfast/Funzone Club(s).

Contingency arrangements for staff absences and emergencies

Arrangements for cover due to staff absence is organised by the Business Manager in discussion with the Senior Deputy Head.

Safeguarding

Breakfast Club adheres to the procedures in the school's Child Protection and Safeguarding Policy.

Missing Children

In the event a child goes missing, the following procedure will be undertaken:

- Senior Staff will be informed of the missing child.
- Leader of the club will search the inside of the school and delegate an outside search of the building by another member of staff. If the child remains missing, the emergency services will be contacted.

Uncollected children

If a child is not collected by 5:30p.m. parents 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 30 minutes the school will follow LA policy to contact Sandwell Children's Trust.

Fire Procedure

Children should exit the Community Room and assemble on the playground. All registers should be taken and the children checked. Children will be involved in a fire drill to ensure they, and staff, know the procedure.

First Aid

If First Aid is administered, the treatment given is recorded in the school First Aid record book. A note and/or telephone call will be made to inform parents of what treatment the child has received.

Risk Assessment

A risk assessment has been carried out for the Wrap Around Care.

Equal Opportunities and Racial Equality

We are committed to Equality of Opportunity for all children, parents/guardians, members of staff, governors and visitors to the school. We aim to ensure that no-one is discriminated against on the grounds of race, sex, disability, colour, ethnic or national origins, marital status, sexual orientation, age, trade union activity, political or religious belief. Also see the Equality Policy.

Other Relevant Policies

This policy should be read alongside the:

Behaviour Management Policy

Anti-bullying Policy

Safeguarding and Child Protection Policy

Equal Opportunities Policy

Racial Equality Policy

Health and Safety Policy

Special Education and Inclusion Policy

School GDPR Privacy Notice

This policy will be reviewed by the governing body as and when it is deemed necessary.

Appendix 1

**Wrap Around Care Clubs
Request for Places for the School Year 2024-2025**

I would like to book a place at the following Bleakhouse Primary Care Clubs:

Child's name/s

Please tick the clubs your child needs to attend in the following table:

Day	Breakfast Club		Funzone – After School Club		
	Place Required	No Place Required	Option A Place Required	Option B Place Required	No Place Required
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

The Breakfast Club daily fee is £4.75.

The Funzone daily fee is a flexible arrangement for parents who do not need the full 2¼ hours provision:

- Option A – 3:15p.m. – 4:30p.m. (or part thereof) will cost £5.75 per day.
- Option B – 3:15p.m. – 5:30p.m. will cost £8.75 per day.

Please note that the latest time for collection is 5:30pm. If children are collected after 5:30p.m. a late fee will be applied.

I wish to pay using the employer or Government Childcare Voucher Scheme

Yes/No

If yes please give details of the voucher provider

**Appendix 2
Wrap Around Club Contract**

CONTRACT AGREEMENT

CHILD'S NAME _____

D.O.B. _____

My child will attend Breakfast Club/Funzone After School Club (delete as necessary).

Breakfast Club only

My child will arrive at approximately _____ and I will ensure that they are handed over to a member of staff and will sign them in. I understand that Breakfast Club Staff will release them for school at 8.45am.

Funzone After School Club only

My child will be collected at approximately _____ by myself or a nominated adult _____.

Allergies

Please delete as appropriate.

My child has no known/medically confirmed allergies or intolerances or cultural food restrictions.
My child has the following known/medically confirmed allergies or intolerances or cultural food restrictions.

Both Clubs

I agree to my child _____ receiving medical treatment in the event of an emergency and that I will be contacted as soon as possible.

I have supplied all the current medical information and contact details relating to my child and I **will be responsible for updating these details and supplying any details Breakfast Club may need in future.**

Signed: _____ **Parent/Guardian**

Signed: _____ **Staff Member**

Date: _____

Appendix 3

Emergency Contact Details

Please complete the Emergency Contact Details below to ensure that we are able to contact someone in the event of an emergency or that your child is taken ill whilst at Wrap Around Care. If these details change please notify the Wrap Around Care Staff in writing as soon as possible.

Child's Name:

Child's Date of Birth:

Home Address:

.....

Emergency Contact Details – in priority order

Name	Relationship to Child	Telephone Number

Who is allowed to collect your child?

Appendix 4

Wrap Around Care Clubs – Terms and Conditions

Payments

I agree to pay through ParentPay account, all fees which are due for my child's attendance at Breakfast and After School Club by Friday of the week following the attendance. Your accounts are updated every Monday to include the previous week attendance figures.

If you prefer to pay monthly rather than weekly then please ensure that you do this in advance. You will need to have credited enough money into your Breakfast Club and After School Club accounts on ParentPay at the beginning of the month, so that your fees can be debited from your balance as appropriate each week.

This rule also applies if you pay using childcare vouchers, please arrange with your childcare voucher provider to make these payments in advance when possible.

If at any point your unpaid balance reaches £50 (after the due date) then your club places will be withdrawn unless a payment plan has been discussed and agreed with the school and this plan is adhered to.

Late Fees for After School Club (Funzone)

Due to the additional costs incurred by the school if your child is not collected by 5:30p.m., the following late collection charges will be added to your account in addition to the standard club fees:

- Collection between 5:30p.m. and 5:40p.m. an additional £5
- Collection between 5:41p.m. and 6:00p.m. an additional £1 per minute
- Collection after 6:00p.m. a minimum penalty charge of £50 in addition to the above charges. This is because the school are charged a 'late lock up penalty' by the company who own the building.

Please sign and date one copy of this letter and return it to the School Office to acknowledge your acceptance of these terms and conditions (please keep a copy for your records).

Wrap Around Care Clubs – Acceptance of Terms and Conditions

I Parent/Carer of

- I agree to the terms and conditions as set out in the above notice.
- I understand that failure to comply with these terms and conditions will result in my club place(s) being withdrawn.
- I understand that penalty charges will be applied if my child is collected later than 5:30p.m.

Signed: Date: