

Hempshill Hall Primary School



Breakfast Club & After School Club Policy 2025

To be reviewed September 2026

Breakfast Club

Aims

- To offer a safe, secure and friendly environment in which children can enjoy a healthy, nutritious breakfast under the supervision of qualified staff.
- In accordance with the school's healthy eating ethos, to provide a nutritious breakfast served in a relaxed and supervised environment.
- To enhance the community spirit embraced by Hempshill Hall Primary School and contribute towards the extended school role.

Opening Times

The Breakfast Club will open term time only every morning, Monday to Friday
8:00am – 8:55am

A register is taken when the children arrive.

Breakfast comprising of options such as: cereal, toast, milkshake, juice will be provided, as well as activities for the children.

Once the children have eaten

Once the children have finished eating, there are a range of activities set up for them to participate in.

All breakfast club members go directly to their classrooms at 8.55 am, ready for a 9am start to the school day.

Key members of staff

- Breakfast Club leader
- Club assistants and midday supervisors
- Catering staff (who make and serve the breakfast)

All staff are DBS checked, certified in First Aid, and have had appropriate training.

The ratio of staff to children is in line with Government recommendations.

The administrator will keep a list of all members of the breakfast club and a register of attendance will be taken daily.

Fees and Payment

Breakfast club is offered to pupils of Hempshill Hall Primary School during term time only. The cost is £2.50 per child, per session. Payment is to be paid in advance via online systems. The school does offer a limited numbers of free breakfast club places for identified children. These places can be applied for by contacting the school office or may be offered through an identified need. Each request is reviewed on the needs of the pupil.

Guidelines for Children, written specifically for the pupils attending

We need to have rules at Breakfast Club to keep everyone safe, healthy and happy. The rules at Breakfast Club are generally those that apply throughout the school day, alongside a few Breakfast Club specific rules.

The children will be expected to follow these rules:

- We do as we are asked first time (including following adult instructions)
- We listen to who is speaking.
- We keep our hands, feet and objects to ourselves.
- Be polite to everyone, we use quiet voices and friendly words.
- Behave in a calm and quiet manner.
- Respect other people's property.
- Do not leave the Breakfast Club room once you have been signed in, unless an adult gives you permission.

Guidelines for Parents/Carers

- Please pay Breakfast Club fees promptly using the online system. If you have a problem paying the fees or your circumstances change, please talk to the school office staff.
- All matters will be dealt with as quickly as possible and with discretion.
- In the unlikely event of us having difficulty with your child's behaviour, we will contact you. If your child does not follow the rules of the Breakfast Club, then after consultation with you and due warning, the child's place will be forfeited.
- Once confirmed that your child has a place to attend Breakfast Club, arrive at the breakfast club door (conservatory) from 8am, where a member of staff will greet you.

Policies and Procedures

School Policies relevant to the Breakfast Club include:

- Equalities Policy
- Health and Safety
- Behaviour and Relationships Policy
- Safeguarding Policy
- SEND Policy

After School Clubs (not paid wrap around)

Rationale

At the heart of our ambition for Hempshill Hall Primary School is our commitment to providing the very best for all children to enjoy and achieve. This includes having the widest possible range of opportunities both within and beyond the curriculum. We offer extra-curricular opportunities through various types of provision delivered by school staff, external providers and independent clubs – all with a view to increasing the range of experiences that children have, enabling them to make informed choices for adult life.

Activities are designed to be fun and cater for a wide variety of interests. We want to offer the scope for each and every child to find a passion, develop a talent, spark an interest or simply find pleasure in doing an activity with others. After-school clubs are a fantastic way of achieving this and we are excited to offer a wide range of clubs from singing and drama, to football and multi-sports, Rubik's cube and Scooters.

Aims and objectives

Participation in clubs:

- Enables children to sample and enjoy a range of activities and pursuits that will help them choose leisure activities for adult life.
- Enables children to experience activities that they may not otherwise encounter, and acquire and develop new and existing skills.
- Helps build confidence, well-being and creativity.
- Encourages children to develop friendships between age groups and work together co-operatively.

Who delivers our clubs?

Some clubs are delivered by members of staff who have a passion for, and expertise in, specific subjects. They are very generously offering their time, after school or during their lunch hour. Other clubs are provided by expert and specialist third parties.

Clubs offered

We offer a varied and challenging programme of clubs and extra-curricular activities for children across the school, including Art, Drama, Dance, Singing, Choir, Cookery, Chess, Computing, Drama, Lego, Scooters, Rubik's Cube, Sign Language, Basketball, Gymnastics, Film, Construction, Karate, Darts, Football, Multi-sports, Making, Reading, Crochet and Origami, Eco-club, Country dancing, Science, Gardening and Enterprise Club.

Any new clubs are announced each term via Arbor, in the newsletter and are displayed around school for children to see. Not all clubs run each term.

General procedures

Our office staff are responsible for managing the After-school Club service and works closely with our Business Manager, Headteacher, curriculum leads, dedicated teaching staff and our carefully selected third party club providers. This allows us to run an efficient, sustainable, relevant, fun and high quality After-school Club service.

Organisation of Clubs

- After-school activities usually run from 3.30 to 4.15 (4.30 pm in some instances)
- Each club generally runs for 5/6 weeks.
- A new programme of clubs is offered each half term of each school year.

Start Dates

- Most clubs start during the second full week of the Autumn, Spring and Summer Half Terms
- Clubs do not generally run during the final week of Terms, and Parent Evening weeks (unless being delivered by a third party).

Requesting a Club Place

Requests for a place at a club are made online following a ParentPay message. Parents are informed of the club(s) their child has been allocated for the half term ahead before the club commences.

Allocation of Clubs

All places are offered on a half term-by- half term basis. If a chosen club runs 'year-round', children will need to request a place each half term. When allocating clubs, this is done without discrimination whilst prioritising places for children for whom the school receives Pupil Premium. Where spaces for a club are limited and demand is high, names will be selected randomly. If a club is oversubscribed, a waiting list will be started and children, starting from the top of the list, will be offered a place should one become available.

Registration

A register is taken by the staff member in charge of a club at the start of each session.

Absences

Parents are requested to inform the club leader in advance if their child is unable to attend one of the sessions. This can be done either by sending a note via the child to the teacher running the club, or by phoning the School Office who will then pass on the message.

Attendance

It is expected that a child will commit to a term's membership of a chosen club for the half term. Parents are requested to inform the School Office if their child wishes to leave the club before the end of the term.

Cancellation

Clubs will only be cancelled as a last resort e.g. if there is no staff member able to cover the absence of a club leader.

On very rare occasions where it is necessary to cancel a club:

- Parents will be notified, in advance, of any session that needs to be cancelled.
- If a session needs to be cancelled on the day itself, the school will notify parents.

Parents must ensure the school is provided with an up-to-date telephone number.

- Should a session be cancelled at the last-minute, for example due to adverse weather conditions, the club organiser will supervise the children until all children have been collected, or follow the arrangements agreed with parents if different.

Supervision and Safety

- The club leader will ensure that all children leave the building safely as per the arrangements agreed with parents.
 - Siblings of children attending clubs are to be collected as usual at the end of the normal school day. Neither the school nor the club leader is responsible for the supervision of siblings during the club session.
 - A 'first-aider' will always be on school premises for the duration of the club session.
- In case of fire, the children will be led on to the school field where the club leader will check the club register.

Collection of Children from Clubs

- Activities are planned for the full duration of a Club; sessions will often end with some 'tidy-up' time, therefore parents are asked not to collect their child early unless by pre-arrangement or in exceptional circumstances.
- Parents should ensure they collect their children promptly at the end of an after-school club from the assigned entrance of the school.
- Collection points for each club are set each half term and stated in the ParentPay message when places are confirmed
- Children who are not collected on time will be taken to the school office.
- If children are routinely collected late from a club, parents will be contacted to discuss the situation. Continued late pick-up may result in a parent being informed that their child is unable to attend a club.

Behaviour

We expect all children to behave in an appropriate manner and any unacceptable behaviour will not be tolerated. All providers are made aware of our behaviour expectations; if they deem any behaviour to be unacceptable this will be reported to the SLT. Where behaviour is deemed to be unacceptable on an ongoing basis, parents may be informed that their child can no longer attend the club.

Health and Safety Considerations

Prior to starting a club all external Club Leaders are familiarised with health and safety, first aid procedures in school, and child protection.

All club leaders are asked to ensure that every half-term there is a reminder about:

- Procedures in case of a fire
- Rules for moving round the school building — particularly arrangements for going to the toilet
- Expectations of behaviour

All clubs leaders should ensure that:

- They have all medical details and contact numbers for children attending the club
- They are familiar with the school's Policies for Safeguarding, and Health and Safety.
- They have up-to-date permission from parents, including any medical or other special needs, and agreed arrangements for travelling home.
- A full register of all children attending a club is maintained for each session
- Appropriate clothing is worn for all clubs plus any other kit that is required.
- All resources and any necessary preparations have been organised ready for the club to start promptly at the specified time.
- Parents are informed of any change in arrangements.
- Their club finishes promptly at the specified time.

School leadership should ensure that:

- Enhanced DBS Checks are completed on all external Club Leaders and details are recorded on the school's Single Central Register.
- External providers for coaching sports activities provide copies of their qualifications.
- Club leaders are clear about the expectations of the school regarding their role.
- A minimum level of adequate supervision is agreed and followed for each activity.
- Procedures (Safeguarding and Health & Safety) and expectations (Behaviour) are followed.
- Each club has been adequately risk assessed.
- There is always a member of school staff and a trained First Aider on the premises whilst clubs are taking place.

Inclusion

Our clubs are fully inclusive, and all children are encouraged to participate in extra-curricular activities. If a child has special or medical needs, information will be shared with the Club Leader and any necessary arrangements agreed.

Feedback

To ensure we continue to offer a high quality and relevant range of after-school clubs we encourage children and parents to express their views about what they would like to be offered. All feedback is carefully considered and taken into account when decisions are taken about clubs' provision for the next half term.

Complaints Procedure

If parents are concerned about any aspect of breakfast club or after-school club, they should initially speak to the club leader or the class teacher. If the issue remains unresolved, they should follow the school's complaints procedures in the first instance.

Sally Dakin, Head Teacher