

St Michael's Catholic Primary School



Breakfast Club Policy

Rationale

St Michael's Catholic Primary School offer a Breakfast Club. It aims to support our community and ensure that there is extended provision for those families that need it. The club is led and managed by a team committed to providing high quality experiences for every child, parent and carer who uses it. It provides a friendly, caring and safe environment in which children are encouraged to develop social, personal, and recreational skills under the supervision of experienced staff. It is open during term time only, from Monday to Friday between 7:50am to the beginning of the school day. Breakfast Club is situated in a dedicated classroom. Parents can access the club by the entrance at the KS2 entrance to the school.

The number of children attending breakfast club and supervision levels at any session will be in accordance with Ofsted guidelines. The club will comply with environmental health food safety standards. There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to.

Tax Free Childcare Scheme

The Club is registered with the Government Tax Free Childcare Scheme. Under this scheme, you can get up to £500 every 3 months (£2,000 a year) for each of your children to help with the costs of childcare. If you register for Tax-Free Childcare, the Government will pay £2 for every £8 you pay your childcare provider via an online account. You can usually get Tax-Free Childcare if you (and your partner, if you have one) are:

- In work - or getting parental leave, sick leave or annual leave.
- Each earning at least the National Minimum Wage or Living Wage for 16 hours a week - this is £125.28 if you're over 25.

For further information about this scheme, including how to apply, visit the webpage below:

<https://www.gov.uk/help-with-childcare-costs/tax-free-childcare>

Disciplinary Matters

Any discipline problems will be brought to the parents' attention by the supervisor. If the problem cannot be resolved, then the problem may be referred to the key stage leader and if it cannot be resolved, the child may, at the discretion of the Governing body, be asked to leave ASC. No refund will be made. The Headteacher will be informed.

Sicknesses, Accidents, First Aid & Emergencies

If a child becomes ill during a Club session, every attempt will be made to contact one of the people listed on the Registration Form, to arrange collection of the sick child. The child will be cared for until collected. In case of a minor accident, basic First Aid will be administered. In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/legal guardian to advise or discuss with him/her the course of action to be taken.

Procedures

Booking

- All bookings should be made at least 48 hours in advance via Weduc.
- Any amendments to bookings or cancellations must be received 48 hours in advance via the school office. If any sessions are not cancelled within this period, the charge will still be applied.
- A contract will be issued to parents.
- Contact numbers and emergency contacts must be kept up to date.
- Ad hoc bookings may be booked by contacting the school office. The cost will then appear in bookings unpaid, which must be cleared as soon as possible.

Payments

- The charge for parents wishing to use the Breakfast Club is £4.00 per session.
- Persistent non-payment may result in childcare being suspended.
- Payments should be made online via Weduc payments.
- We no longer allow parents to pay in arrears.
- Childcare vouchers and tax free childcare payments will also be accepted.

Procedure

- The club starts at 7:50 am.
- All parents to drop their child off using the KS2 entrance.
- Children will be greeted by a supervisory staff member.
- The charge is £4 per day and includes breakfast (Cereal, Toast, Fruit).
- If your child has an allergy or any dietary requirements, this must be brought to the attention of the school office and will then be catered for.
- The club will provide breakfast and play activities.
- Children will be taken to their class for their usual start time.

Signed:

Mrs. S. Fraser

Executive Headteacher

Date: February 2023

Review Date: February 2024