

Updated: June 2021

Review: September 2022



Cornerstone Multi Academy Trust

Breakfast and After School Care Provision

Introduction

The Breakfast clubs across the Trust run from 7.30am to 8.45am, and the After School Clubs runs from 3.30pm to 5.30pm at Yeo Valley and 6.00pm at Westclyst, Monkerton and Broadclyst. This is term time only. For information about the holiday club provision, please see the policy here

Children from reception class up to Year 6 are able to attend. There is a separate provision for Nursery children. The clubs are not open to children who do not attend a school within the Cornerstone Academy Trust.

Ofsted Registration

The provision is registered as part of the individual school's Ofsted registration.

Setting Information / Features

The Breakfast club provision is run from the school halls. The After School Clubs are run from the classrooms and have access to

- A food preparation area
- Toilets
- Access to other classrooms
- Toys, games, art equipment, tablet computers, books etc
- Outdoor space (outside toys, games, field etc)

Activities are organised by the staff on duty. Cereal and toast are offered to those children who attend the Breakfast Clubs and snacks are available to those children who attend After School Clubs.

Childcare Provision – Staffing

The school will maintain the level of staffing in the provision in accordance with Early Years Foundation Stage Framework. A copy of which can be found following this link:

[Statutory Framework for the Early Years Foundation Stage](#)

This states that:

‘Where the provision is solely before/after school care or holiday provision for children who normally attend Reception class (or older) during the school day, there must be sufficient staff as for a class of 30 children. It is for providers to determine how many staff are needed to ensure the safety and welfare of children, bearing in mind the type(s) of activity and the age and needs of the children. It is also for providers to determine what qualifications, if any, the manager and/or staff should have. Providers do not need to meet the learning and development requirements in Section 1. However, practitioners should discuss with parents and/or carers (and other practitioners/providers as appropriate, including school staff/teachers) the support they intend to offer.’

The clubs have a maximum of 30 places available, booked on a ‘first come, first served’ basis. A minimum of 2 members of staff will be present on site during the opening hours of the Breakfast and After School Clubs.

A leadership team member will always be available in each school, each day that the club is open and for its opening hours. The leadership team rota is posted in the Breakfast and After School Club Team, and emailed to all staff involved.

The Trust has a first aid policy and a qualified paediatric first aider will be always present on site, and working in the nursery breakfast and after school club.

The Trust has an Administration of Medicines Policy, and this is followed by the Breakfast and After School Clubs.

Where a member of staff is absent; the leadership team member will ensure replacement staff are found so adequate ratios of staff to children are maintained at all times.

Booking and Payments

New users of the Breakfast and Afterschool Clubs are required to read this policy and complete an agreement form. [Breakfast and After School Club Agreement Form](#)

Parents, Carers and guardians can book the provision via the Trust's online payment system, Wisepay. Payment must be made at the time of booking to secure a place for your child.

After School Club at Westclyst, Monkerton and Broadclyst is paid for as follows per child:

- 3.30pm – 4.30pm
- 4.30pm – 5.00pm
- 5.00pm – 6.00pm

After school club at Yeo Valley is paid for as follows per child:

- 3.30pm – 4.30pm
- 4.30pm – 5.30pm

No discounts are offered to sibling bookings.

Bookings and payments can be made up to 7.30am on the day for breakfast club, and up to 12.30pm on the day for the After School Club subject to availability of places that are limited due to staff/pupil ratios

Booked sessions will need to be cancelled 7 days in advance, in order to receive a refund. Any sessions cancelled less than 7 days prior, will not be refunded.

Health and Safety

The Trust has a Health & Safety Policy, relevant Risk assessments and an emergency evacuation procedure. The Breakfast and After School Clubs follow these policies and the reporting of accidents and issues are all managed in accordance with the main Trust policies and procedures.

Site Security and child safety (first aid, club cards, sign in / sign out)

At Broadclyst the hall is accessible using a key card from 7.30am each day. Each club user's parent(s), Carer(s) or guardian(s) are issued with an access key card which details those who are authorised to collect each child that attends. The cards have time specific details coded on them so that they are only usable during the club times i.e. outside these hours the cards will not work.

At Westclyst, Monkerton and Yeo Valley, parent's need to ring the doorbell and wait for a member of staff to let them in.

The schools have electronically locked gates at their main entrance to ensure secure access to the overall site. The school spaces are enclosed with fencing and hedging.

Photos of each authorised person is held on the school's records. All members of staff can access the photo records to ensure only authorised persons collect the children.

Each parent / guardian signs an agreement form (see appendix) which sets out the obligations they have in maintaining and securing their entry card. A copy of this form is held on the school records.

Unless agreed otherwise, each morning Breakfast Club users are taken to the Breakfast Club by their parent, carer or guardian who signs them in.

Each day after school finishes, the children from Year Reception – Year 4 are collected from their classrooms and taken by a staff member to the club setting. It is expected that children from Year 5 & 6 will make their own way to the setting. This same principle applies to children who attend the Trust's extra-curricular after school activities.

The sign in and sign out sheets are retained and passed to the school administration team so that they can reconcile sessions taken versus payments (see the form below).

Emergency Number

As the Breakfast and After School Clubs operate outside of standard school hours a telephone line for users of the club is manned by the staff within the provision. This enables parents, carers or guardians to talk to the staff members if there are any issues i.e. they are running late.

The Trust's number is: **01392 304040**

Broadclyst: **01392 304196**

Westclyst: **01392 304238**

Monkerton: **01392 304040**

Yeo Valley: **01392 304230**

Complaints Procedure

In the event of a complaint, the Trust's complaints policy would apply.

Joiners, leavers, changes and annual renewal

The parent(s), carer(s) or guardian(s) of the joiners will be expected to complete an application form which confirms that a child(ren) would like to join. This will include a code of conduct agreement and ask for the authorised collectors photographs.

Once confirmed payment needs to be made via WisePay and the details are added to the OneNote registers for the relevant dates. Two key cards will be issued. In the event of the card being lost it is imperative that the parent(s), carer(s) or guardian(s) inform the school so the card can be blocked. A charge of £5 will be made for a replacement.

If parent(s), carer(s) or guardian(s) no longer wish to use the service they will be asked to return the cards so that they can be destroyed.

In the event of a pupil leaving the school mid-year or at the end of the academic year their cards will be deactivated.

The Breakfast/After School Clubs will follow the Trust's Behaviour; a copy of which can be found on our Trust website. Please familiarise yourself with this document. Bad behaviour and bullying will not be accepted, parent(s), carer(s) and guardian(s) will be informed of any inappropriate incidents and if need be, a child will no longer be allowed to attend. Any needs/concerns that you may have should be brought to the staff's attention and you are welcome to discuss your concerns with a member of the Leadership Team.

**Breakfast and After School Club Booking Form
(Please complete this and return to the school office)**

Child's Name: Class:

Please complete the table below with details of all authorised collectors (photos to be collected separately via Reception or Afterschool Club staff). This is not required if an existing user and you have already completed.

Name	Relationship	Telephone Number

Please complete the table below with preferred sessions, in accordance with the timings outlined in the Breakfast and Afterschool Care Provision document.

Day	Breakfast Session (Please tick)	Afterschool Session (Time From : Time To)	
Monday		Time From:	Time To:
Tuesday		Time From:	Time To:
Wednesday		Time From:	Time To:
Thursday		Time From:	Time To:
Friday		Time From:	Time To:
No set day (Use on an ad-hoc basis)		Please tick: <input type="checkbox"/>	Please provide as much information as you can about your ad-hoc use:

I would like my child to attend the Breakfast/Afterschool Club and confirm that I agree to the terms and conditions relating to fees and behaviour as set out in the Breakfast Club Admissions and Fees Policy and Procedure and Behaviour Protocol attached.

Name:

Signature:

Date: