



Breakfast Club and After School Club

'Ready, respectful and responsible...'

Agreed on:	March 2025
Date of review:	January 2028

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
- 40 places available (maximum)
- Our fees are £4.50 for a morning session

- Our After School Provision will start at 3.15pm and close at 5.45pm.
- 35 places available (maximum)
- Our fees are £5.50 for an afternoon session up to 4.30pm
- Our fees are £8.50 for an afternoon session up to 5.45pm.

- Children who attend extra-curricular activities up to 4.30pm and require the extended After School Club provision will have costs adjusted accordingly.

Booking

All bookings are made via the MCAS app. You are able to book up to a week in advance. If you are unable to access the app for any reason, please contact the office who can book a space on your behalf. Your MCAS account needs to be in credit in order for your booking to be secured.

Children collected late from a session

Where a child is collected late, after 5.45pm, there will be a fee payable. This fee is £10 per 15 minutes due to the associated costs of staffing.

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 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 the safety of others in danger.
 - This is the decision of the Headteacher in conjunction with the afterschool/breakfast club manager. The head teacher 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 remains unacceptable or dangerous, then Fairway will withdraw the place for that child.

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 class teachers and parents about individual achievements

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 on to our school MIS, Bromcom
- 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, the Manager 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 Manager's agreement.
- At the end of the suspension period the Manager 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 Governors against the exclusion within 14 days of receiving written notification of the exclusion.

Monitoring

This policy will be reviewed every three years by the school leadership team and amendments will be shared as appropriate.

Safeguarding

All staff members who lead breakfast and after provision have safeguarding checks and training in line with school requirements.

The designated safeguarding lead for breakfast and after school club is Miss Kehoe.

To contact breakfast or after school club, please call the main office on 0121 464 3200 and select option 3.