

Aspire - Collaborate - Explore

'Together we learn – United we achieve'



Breakfast and After-School Club Policy 2025-26

TOWNVILLE ACADEMY

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Admissions

Here at Townville Academy, we provide an Out of School club to support parents with their childcare arrangements.

Places are allocated to children that attend full time education. If there are available spaces, we do accept children who are registered to attend our Nursery provision (please note additional costs apply for nursery age children due to staffing ratios). We aim to provide a safe, clean and welcoming environment for children in our care.

Health and safety are a high priority in our setting, and this includes carrying out regular risk assessment checks and ensuring that there is always a qualified first aider on site.

We aim to allow and cater for children of all abilities to have access to our planned play activities.

Out of School Club aims

Our aims are:

- *To provide 'Out of School Care' in a safe and secure environment for the children of working parents.*
- *To provide a variety of stimulating and exciting play opportunities for the children in a group situation.*

To achieve our aims:

- *We will hold club sessions every day, where there is sufficient demand.*
- *We will regularly clean and inspect the premises and equipment used.*
- *We will ensure that there is always a qualified first aider on the premises.*
- *We will implement regular fire drills and ensure that all staff and children are aware and familiar with the procedure.*
- *We will encourage the children to be independent, to experiment, to be creative and to develop self-discipline and acceptable behaviour.*

Provision:

The emphasis is on play and leisure rather than education but there is an opportunity to look at homework as well.

Children have the opportunity to enhance their learning through a wide variety of activities and to promote

physical development.

Timings

Townville Academy Before and after-school club meet in the Launchpad, this is accessed via the main school reception.

Opening hours:

Breakfast Club: Monday – Friday 8am – 8.45am (Early arrival option from 7.30am)

After-School Club: Monday – Friday 3.00pm – 6.00pm

Security

The club is committed to providing a safe and secure environment. Staff will adhere to the following guidelines:

- No child will be left unsupervised in the club at any time.
- Staff / child ratios of 1:30 in both Breakfast and After school clubs. EYFS ratios of 1:8 will apply to children of Nursery age.
- Visitors to the club will not be left unsupervised at any time and adequate identification will be required. Identification will be provided, and prior appointments should be made where possible.
- Children will not be released with anyone other than the recognised parent/carer unless prior notice is given. A password will be held on file for each child which can be asked for from anyone collecting the children. If staff are unsure of the person collecting the child that child will remain at the club and parents will be informed of the decision.
- Entrance to the club will be monitored to ensure security at all times. Children will be signed in and out of the club.
- Photography and media consents given for school activities will apply.

Complaints and comments

In the event of staff, parents or others having comments, concerns or being dissatisfied with our aims, principles and the high standard to which we are committed to provide at our Before and after-school club, the following procedure should be adhered to:

- Parents should speak to a member of staff who should be responsive to your issues.
- If parents are unhappy with the action taken by members of staff, contact with a member of the schools Senior Leadership team should be made.
- Following this response, the Local Governing Board will be informed, and appropriate action will be taken. If parents wish, the Local Governing Board can be contacted at the initial stage of their issues. An email address can be provided through the school office or you can send a letter c/o Chair of Governors to the school address.
- If a complaint or concern is made by a child or parent against a member of staff, then the issues will be dealt with by the Head teacher and the Local Governing Board in line with school policy.

All Complaints will be dealt with in line with the schools Complaint policy which is available on our school website:

<https://townvilleinfants.org.uk/policies/>

Behaviour

Behaviour at our before and after school club is managed in line with our whole school behaviour policy which is also available on our school website: <https://townvilleinfants.org.uk/policies/>

Special Educational Needs and Disabilities

We believe...

- *Children with disabilities are children first; sharing the same needs and desires as all children.*
- *We feel that where possible all children should share social and learning experiences with their peers in local settings.*
- *Inclusion is a human right with benefits to all.*
- *All children will be happy in the Before and After-School Club environment with activities to suit individual needs and abilities.*
- *Inclusion teaches children and adults to accept and value everyone, whatever their differences, it challenges fear and prejudice.*

We understand that parents/carers know their child best, and we are happy to learn from them about the unique needs of their child. We will also work in strong partnership with the schools SENCO to ensure the individual needs of all children are met. The needs of all children will be discussed before they attend before and after school club to ensure that they can be safely met within risk assessment parameters. Where needed, in line with our school SEND policy, additional personal risk assessments may be written.

Where we have a concern about any aspect of your child's development we will always talk to the child's parent/carer and classteacher. We understand that circumstances vary at home and at school and these can have an effect on children's learning, emotions or behaviour.

In conclusion, we aim to include all children into our before and after-school club activities regardless of their needs.

Emergency Fire Procedures

Before and after-school club will follow the school Emergency evacuation and/or in-vacuation policy. This will be practiced at intervals throughout the year.

- *The lead member of staff at each session will be responsible for the registering of children in attendance. This record must be taken to the evacuation point by this member of staff.*
- *Children will be taken to the muster point on the school field via EYFS: Acorn room; this will allow for a search of the toilets to be conducted safely.*
- *Once all children and staff are collected at the muster point the lead member of staff should contact the Emergency Services to request their attendance.*

Food and Hygiene

- *Those responsible for the preparation of food should hold a food hygiene certificate and be fully aware of hygiene and storage regulations.*
- *Tables used for food and drink should be cleaned before and after use. Floors to be hoovered/mopped if any debris is on the floor.*
- *Children should be encouraged to wash their hands on a regular basis and before and after eating food. Hand sanitiser is available at all times.*
- *The kitchen area should be free of contamination, dust, flies, rodents etc and all surfaces should be in good repair.*
- *All utensils should be kept clean and stored correctly.*
- *A cleaning routine should be in place to ensure the food area, kitchen and utensils are thoroughly cleaned on a morning and afternoon after session.*
- *All food and drink should be stored correctly and used within the recommended use by date.*
- *Hot drinks are not permitted in the before or after school club room.*
- *Staff preparing food will always adhere to personal hygiene recommendations.*

Nutritional Food

In Breakfast club we aim to provide children with a nutritional breakfast to help aid concentration and learning throughout the school day.

On a daily basis we aim to provide rice, wheat, oat and corn-based cereals, that are not sugar coated and these will be served with semi-skimmed milk.

Alongside these we will serve daily – toast with the option of jam.

We will also try to provide – seasonal fruits for the children and as treats we shall serve crumpets, pancakes, waffles and pastries. (Whole grain varieties will be served whenever possible).

In After school club we aim to provide healthy and balanced snacks and encourage children to make healthy choices.

The first snack we offer is a piece of fruit of the child's choice and one small biscuit/breadstick, the second snack offered later in the session is toast.

Milk, water and juice will be provided unless another alternative has been requested by the parent/carer due to medical reasons/allergies.

Extra drinks will be provided during the session when appropriate or if requested by the child e.g. during hot weather.

Treats for parties and celebrations will be offered but will always be carefully selected to ensure the allergens and dietary requirements of all children are met and no child is excluded.

Children staying for the teatime session between 5.00pm and 6.00pm will be offered a warm-evening meal. The menu for which is published on a weekly basis.

Sickness

The school's sickness absence policy must be adhered to. In addition, children who fail to attend due to illness will still be charged for their place.

Lost Child and non-collection

The whole school policy for lost and non-collected children applies to our before and after-school club.

To help prevent this situation arising, when children are registered for a before and after school club place we obtain as much information as possible from the parent/carer. We do require at least two contact numbers, being parent and other relatives who can be contacted in emergencies.

NB. Please see 'Fees' below.

Toileting

Children in the before and after-school club are accompanied to the toilet before a session begins. They are encouraged to wash their hands after they have been to the toilet for hygiene reasons.

All children must ask a member of staff if they need to go to the toilet, so all staff know who has gone to the toilet if there is a fire. EYFS children are accompanied to the toilet by an older child. (Buddy system).

Charging and Remissions Policy

The sink within the room or wet-wipes may be used to clean children's hands at any time.

Fees

In the interests of running a sustainable before and after-school club facility for parents/carers, it is important that payments are made **in advance** for services provided.

Places will be bookable through School Comms and confirmed upon receipt of payment through this system. Children must not arrive to attend session unless their place has been pre-booked and paid. We reserve the right to close booking when capacity has been reached. Please book early to avoid disappointment.

All absences will be charged at full price, including illness.

Late collection of your child/children (after the session they are booked for) will incur a charge of 50p for each additional 5 minutes.

Cancellations made within 24hours of the booked club will incur the full charge.

Any parent/carer failing to comply with the club's agreement for payment may have their child excluded from the club until the situation is resolved. Any parent/carer who regularly breaks the agreement will have their child excluded permanently.

Nursery places are charged at 1.5 times the cost of the session booked.

Current fees:

Club	Drop-off/Collection time	Nursery Children	Children in Main School and attending Basecamp.
Breakfast club:	7.30am drop-off	£6.00 per session	£4.00 per session
	8.00am drop-off	£3.75 per session	£2.50 per session
After-school club:	4pm collection	£6.75 per session	£4.50 per session
	4.30pm collection	£8.25 per session	£5.50 per session
	5pm collection	£9.75 per session	£6.50 per session
	6pm collection	£17.00 per session	£11.50 per session

'Empty Pockets'

We take seriously the need to ensure the welfare and safety of all children.

In order to safeguard children in our care there is a requirement for staff, volunteers and visitors on arrival at breakfast and after-school club to place electronic devices, which can capture or store images e.g. Mobile phones, cameras, games consoles and USB sticks to leave these devices in a secure area in the school office. Parents/carers must not have mobile phones out whilst collecting their children from club.

In case of an emergency, staff, volunteers and visitors can be contacted on the Before and After School club's phone which is accessed through the school telephone number 01977554185.

Priority places

Places will be allocated as shown:

Charging and Remissions Policy

1. *Children who need to attend 5 mornings/5 afternoons.*
2. *Less than 5 mornings/5 afternoons that attend regular set days.*
3. *Siblings.*
4. *As and when sessions if places are available.*

Basecamp

Basecamp is our Key Stage 2 wraparound offer. This is open to past pupils of Townville Academy who now attend Airedale Junior School. Places are limited and charged in line with our main school charges. A member of staff from our wraparound club will ensure that pupils are taken to their school at the start of each day and collected from classes at the end of the day to be brought to Basecamp.

Policy Review

This policy will be reviewed annually to ensure that it continues to meet the needs of the school community and any statutory requirements.

Linked Policies

- *Safeguarding Policy*
- *SEND Inclusion policy*
- *Behaviour Policy*
- *Lost Child and Non-Collection Policy*
- *Toileting and Intimate Care Policy*
- *Supporting pupils with Medical needs Policy*
- *Fire Evacuation Policy*
- *Food Hygiene Policy*
- *Staff Code of Conduct*