



Ramsgate Arts Primary School – Extended School Day Policy

Breakfast Club

The **primary** purpose of the breakfast club is to support families and their children by providing a healthy breakfast and a positive start to the school day.

Requesting a Place

Parents can request a place for their child by completing the form at the end of this policy.

Payment

Daily Rates: £2.00 per day and payment should be made through www.SchoolMoney.co.uk. Payment must be made in advance; Breakfast club does not offer credit. Booked places must be paid for even in the absence of the child, unless the breakfast club supervisor is notified 7 days in advance. This enables the vacant days to be offered to another child. You will not be charged if your child is absent due to illness or approved leave.

If you wish to cancel your child's place at breakfast club you are required to give one month's notice and will be charged during the notice period. This will give us time to fill the place.

Pupil Premium

A number of places will be reserved for children entitled to Pupil Premium. They will be invited to attend by the Family Liaison Officer or Head of School.

Times of Breakfast Club

Children who attend breakfast club can be dropped off at 7.30am. The latest they can arrive is 8.00am

Children in Key Stage 1 and Foundation Stage must be accompanied onto the premises and handed over to a member of staff. Children in Key Stage 2 may be dropped at the door but **must not arrive earlier than 7.30am**

The Menu

Fresh fruit juice and fruit, toast, cereal (served with semi-skimmed milk) and yoghurt will be available daily.

The Staff

Breakfast club is run by our own staff.

The Model of Practice

We operate breakfast club by encouraging a family atmosphere. We believe this is best done with a degree of self-help, so children are involved in setting the tables and helping to serve (safety first of course) Older children often willingly support the younger children. After breakfast, children play games and engage in other play activities.

From 8.20am when the gates are open, breakfast club children tidy games and activities away and take their belongings to class. Younger children will be escorted to the appropriate drop off place.

Behaviour

We expect the same level of commitment to behaviour in breakfast club as we do the rest of the time. Parents will be informed in the first instance if behaviour is giving cause for concern. If a child is not responding to guidance and support, they may not be permitted to attend breakfast club.

After School Club

3.00pm - 5.45pm Monday to Friday, term time only.

The club has been set up to assist with working parents' child care arrangements and we aim to be flexible where possible. If you work shifts or part time and cannot give us fixed days then we will do our best to accommodate you.

The club is open until 5.45pm, term time only and is run by our own staff.

Session 1 - 3.00pm to 4.30pm £4.00

Session 2 - 4.15pm to 5.45pm £5.00

Session 3 - 3.00pm to 5.45pm £8.00

Session 1 includes a healthy snack and a drink.
Sessions 2 and 3 include a light tea and drink.

The children are offered a variety of activities to participate in but most of all they have fun. It is like having friends round to play each night but we do the tidying up!

Attendance

Parents/carers must complete a booking form before their child can attend either club. This form is to be completed once per academic year. We also operate an 'as and when' system for those parents/carers not requiring the service on a regular basis. Again, a form is to be completed annually to cover attendance. We will accept telephone bookings if you have already completed the relevant form for your child.

Arrival

On arrival at either club, a member of staff will immediately record the child's attendance in the daily register, the room will be set up ready for the children's arrival and all health and safety checks completed.

Departures

No adult other than those named on the registration form will be allowed to leave the club with a child. In the event that someone else should arrive without prior knowledge, the ASC will telephone the parent/carer immediately.

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff prior to the start of a session and recorded by the ASC.

Absences

If a child is going to be absent from a session, parents must contact the club in advance. If a child is absent from the club without prior warning, staff will check to see if they attended school that day. A thorough search of the entire premises will commence. If after 15 minutes of thorough searching the whereabouts of the child is not clear, staff will immediately contact the parent/carer to determine if the child is at home. If the child is not at the club, the supervisor will notify the police.

Payment

Payment is to be made in advance via School Money and all unattended sessions will be charged, unless your child is absent from school due to illness or approved leave.

We accept childcare vouchers.

Late Collection

Late pick-ups will be charged (£1.00 per minute after 5.45pm)

Administration of Medicine

A medicine form needs to be signed for parents wishing to have any drug administration undertaken for their child whilst at Breakfast or After School Club.

Involving Children

We believe in involving children whenever decisions are made within the club that affects them.

At Ramsgate Arts Primary we believe that actively involving children in decision-making processes is beneficial to children, staff and the club.

The staff will consult with the children regularly about:

- Activities they enjoy
- Activities they would like to do

Club Rules

Please take time to read the club rules to your child.

- Always remember to use good manners and speak politely to everyone.
- Listen to members of staff without interruption.
- Do as you are told without argument.
- Keep control and communicate your thoughts and feelings in a proper way.
- Play fairly and kindly, without roughness, so that no-one feels threatened by the way you speak or act.
- Respect other people's property.
- Treat others as you would like to be treated.

The schools behaviour policy also applies to the extended day programme.



Ramsgate Arts Primary School

Application form for a place in Breakfast Club

Child's Name: _____ Class: _____

Date of Birth: _____

Brothers/sisters requiring a place:

Parent's names/contact numbers:

Does your child have any medical conditions? Yes/No

Does your child have any allergies? Yes/No

Please list any allergies/medical conditions, and any medication.

Please tick the days(s) of the week attendance is required:

Monday Tuesday Wednesday

Thursday Friday

Children who attend breakfast club must be in school no earlier than 7.30am and no later than 8.00am.

Whilst we will do our best to accommodate all parents who would like places, we will allocate them on a first come, first served basis.



Ramsgate Arts primary School
Application form for a place at After School Club

Child's Name: _____ Class: _____

Date of Birth: _____

Brothers/sisters requiring a place:

Parent's names/contact numbers:

Does your child have any medical conditions? Yes/No

Does your child have any allergies? Yes/No

Please list any allergies/medical conditions, and any medication.

Please tick the days(s) of the week attendance is required:

Monday	<input type="checkbox"/>	Tuesday	<input type="checkbox"/>	Wednesday	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	Friday	<input type="checkbox"/>		

Session 1 - 3.00 pm - 4.30pm
Session 2 - 4.15 pm- 5.45pm
Session 3 - 3.00pm - 5.45pm