



Brindishe
Green

Breakfast Club and Tea Club Policy

Author / Checked:	Helen Ahsan and Alicia Graham	Date: May 2023
Approved by:	Rachel Waite	Date: May 2023
Issue date:	May 2023	Next Review due by: May 2024

Breakfast and Tea Club Policy – Brindishe Green School

Breakfast Club and Tea Club are in the following areas in school:

School hall, Studio, Games Room and playground.

Breakfast Club drop off and Tea Club pick up is situated in the school hall and is open Monday to Friday during term times.

Breakfast Club runs from 7:45 to 8:45. Tea Club runs from 15:15 to 18:00 Monday to Friday.

Address

Brindishe Green Primary School

Beacon Road

Lewisham

London, SE13 6EH

Email extendedservices@brindishegreen.lewisham.sch.uk

Contact number 0208 852 7245.

Aims and Objectives

The main aims and responsibilities for the Breakfast Club and Tea Club Teams will be the supervision of the children in their care. They will ensure the health, safety and well-being of each child throughout the period of their attendance, until they are either escorted into school for registration or returned to their parents/carers at the end of the day.

To achieve these aims:

- We will provide a safe and secure environment for the children.
- We will provide a variety of stimulating and exciting play opportunities.
- 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 be creative and to develop self-discipline and acceptable behaviour.

There will be various activities for your child(ren) to participate in. These will include arts and craft, physical activity, enterprise and themed activities. There is an area for children to sit quietly and read or play board games and an area for them to relax. Physical activity will take place in the playground, weather permitting.

During Tea Club, if any children have home learning that needs to be completed, they will have the opportunity to do so. Members of staff will be available to help.

Admission and registration

- Only children who attend Brinidish Green Primary School are eligible to attend the Wrap Around Provision.
- All places are subject to availability.
- Registration documents must be completed, and the place must be confirmed by the manager prior to children joining the provision.
- It is a legal requirement that parents/carers provide contact details for at least two additional adults.
- It is the parents/carers responsibility to inform the Breakfast and Tea Club Manager of any changes to personal details as soon as they happen.

Where there is oversubscription, priority is given to:

1. Children in public care (i.e., looked after by the local authority)
2. Children with an acute medical or social need (the application must be supported by a letter from a professional such as doctor or a social worker)
3. Applicants whose sibling is on roll on the closing date for applications and will still be on roll at the intended date of admission
4. If any places remain, unfilled priority will be offered to children who live closest to the school. Distance will be measured in a straight line using digitised mapping software.

Contracts

Upon being offered a place at either Breakfast Club and/or Tea Club, parents/carers will need to sign a contract and explain it fully to their children.

If these documents are not signed and returned, then this could result in your child's place being delayed or cancelled. It is the club's right not to accept your child/ren until the appropriate paperwork is completed and signed by the parents/carers of the child.

The contract includes the following terms and conditions:

Arrival and Departure

Brindishe Green Breakfast and Tea Club will operate a rigorous procedure regarding the security and safety of all children within our care. There is a clear procedure in place for both arrival and departure of all children attending these clubs. To ensure the safety of the children it is not possible to make allowances, which do not adhere to the policy and procedure outlined in this document.

Breakfast Club

- Arrival to the Breakfast Club Children of all ages must be dropped off by an adult or person over 16 years of age.
- Children in Year 5 & 6 may arrive unaccompanied provided signed written permission is given and agreed with the school prior to their arrival.
- Children will be handed over to the Breakfast Club staff at the main school entrance from 7:45am. (By pressing the intercom for Extended Services).
- If your child(ren)'s name is not on the register, they will not be accepted.
- Breakfast will not be served after 8:15am.
- After breakfast, children will free play until 8:40.
- Children will be escorted to their class for 8:45.

Tea Club

Arrival to Tea Club

- Pupils will be escorted from their classroom to the main hall by a member of staff where they will be registered.

- Children attending extra-curricular clubs (either run by school or external staff) will be escorted to the Tea Club by the extra-curricular club leader/Sportacus once the club has finished.
- If a child will not be attending that day, please inform the manager. This is to ensure the safeguarding of your child.

Non-Arrival for Tea Club

In the event of a child not arriving during this time the following procedures will be put into place:

- The designated member of staff will contact staff from the relevant class, clubs and the school office to ascertain attendance at school that day.
- The office staff will contact the named parent/carer ascertain the whereabouts of the child.

Departure from the Tea Club

The Tea Club has a procedure for collecting children that is agreed and known to the parents/carers, children, staff and school staff.

- Children must be collected promptly at the end of the booked Tea Club session by either the parent/carer or a person named on your collection permission form.
- We will not release children to any siblings or children under the age of 16 years.
- When collecting your child from building please use the intercom to gain the attention of a member of staff, your child will then be brought out to you, please wait by the entrance for your child unless invited in by a member of staff.
- Parents/carers and authorised adults must sign the collection register before leaving the building.
- For the safeguarding of your child the school reserves the right to refuse to release a child to someone who is not on the collection permission form unless we have had verbal permission via a senior member of staff or the school office or in written form e.g., a signed note or email to: extendedservices@brindishegreen.lewisham.sch.uk.
- If it is not possible for any of the authorised persons to collect a child and someone else is sent, the following procedure must be followed:

Non-Collection of a Child from Tea Club

If a child is not collected from the Tea Club by the end of the session, the staff will:

- Establish if a message has been left by the parents/carers.
- Try to contact the parents/carers. Appropriate messages must be left asking for them to contact the club immediately.
- If the child has not been collected by the end of the Tea Club's registered session and contact with the named parent/carer has not been established

the staff must contact other authorised collectors from the registration form. The staff will inform the Head Teacher or one of the other designated safeguarding leads.

- After all avenues of contact have been exhausted and the Tea Club has not received any contact from the parent or authorised collectors, the Head Teacher (or other designated safeguarding leads) will make the decision to contact the Local Authority's Designated Child Protection Officer.

Payments and booking sessions

- Payment for the Clubs should be made via the payment portal. Payments should be received half termly in advance unless a prior agreement has been made with the Headteacher or Extended Services manager. The current cost is:

£6 per session/ £30 per week for Breakfast Club

£14 per session/£70 per week for Tea Club.

- Payment should be made for any days agreed in the contract even if a child does not attend.
- Fees are non-refundable for non-attendance such as illness, holidays, ad hoc events, etc.
- Parents/Carers should book their sessions by the half term or any longer period.

Cancellation of club

- If you no longer require the use of Breakfast Club or Tea Club e.g., you are moving away, your child changes school, etc. a four-week written notice will be required.
- The school reserve the right, after discussion with a **parents/carers**, to withdraw a place for a child who does not show our school values or whose **parents/carers** does not pay for their child's sessions.

Ad-hoc sessions

- Any ad hoc sessions **must** be agreed with the Extended Services manager prior to the day required by 12:00pm the day before at the latest. If a place has not been booked through the Extended Services manager, we will not be able to accept the child/ren into the club.

Late collection fees

All children need to be collected on time. Late collection will not be tolerated. The club will operate a 'late fee' policy. A charge of £10 for every 5 minutes late will be payable and an invoice will be sent each half term for all late fees. If this is a reoccurring situation the parents/carers will be asked to remove their child from the club.

The Headteacher and Governing Body are the final arbiters over any issue relating to Breakfast and the Tea Club.

Breakfast Club Guidelines

These rules are to ensure the safety the children whilst attending the club.

- Upon arrival, **parents/carers must** sign their children in. This is important due to Fire Regulations. Children in Years 5 and 6 who have permission to walk to school by themselves will need to sign themselves in.
- A member of the Breakfast Club team will also register the children every morning.
- Breakfast is served at 8am. A member of the Breakfast Club will have a copy of all the health and allergy information from the school office before any new children start at Breakfast Club.
- Children must not leave the club until escorted into school for registration.
- It is the responsibility of parents/carers to let the extended services manager know if their child is not attending a session.
- Children should not go into any unsupervised area.
- Children should not bring their own toys.
- Whilst the Breakfast Club Team will endeavour to ensure that the children take their belongings with them at the end of each session, they cannot accept responsibility for any belongings, they will be put into lost property. Please make sure that your child's belongings are suitably labelled so that they may easily be returned to them.
- Children are expected to always behave appropriately in accordance with the school values and the good behaviour policy.

Tea Club Guidelines

These rules are to ensure the safety the children whilst attending the club.

- A member of the Tea Club team will register children every afternoon.
- A member of the Tea Club will have a copy of all the health and allergy information from the school office before any new children start at Tea Club.
- Children must not leave the club until they are collected by their parent/carer. It is the parent/carer's responsibility to ensure that their child understands that they cannot leave until collected by their parent/carer.
- Upon collection, **parents/carers must** sign out their children. This is important due to Fire Regulations.
- It is the responsibility of parents/carers to let the Extended Services manager know if their child is not attending a session.
- Children should not go into any unsupervised area.
- Children should not bring their own toys.
- Whilst the Tea Club Team will endeavour to ensure that the children take their belongings with them at the end of each session, they cannot accept responsibility for any belongings and will be put into lost property.
Please make sure that your child's belongings are suitably labelled so that they may easily be returned to them.
- Children are expected to always behave appropriately in accordance with the school values and the good behaviour policy.

Behaviour

Whilst children are at the club being cared for by our staff, they will be expected to demonstrate all of our school values at all times. They will do this by:

- Listening to all staff members and following their instructions
- Walking carefully around the club (no running)
- Using respectful language (no swearing)
- Playing kindly (no fighting, including play fighting, as this can result in accidents and injuries)

Bullying is not tolerated at all within any of our extra-curricular clubs and will be dealt with straight away in line with our school policy.

Children must respect all other children and staff members, including visitors regardless of their age, gender, race, religion, and abilities. Everyone at the club will be treated as an individual in order that their needs are met.

Children are encouraged to inform a member of staff if they are unhappy about something so that this can be dealt with. Children are also encouraged to give staff ideas for activities or games that they would like to be involved in. This is to ensure that the staff are providing a wide range of fun, challenging, and stimulating activities for all the children to enjoy.

To promote positive behaviour within the club, rules and expectations are used. These rules and expectations are especially important to ensure all children are aware of what behaviour is acceptable and what is not.

The club will never exclude a child without trying to help them first. There are many ways in which the club promote positive behaviour for all children:

- Praising the children for good behaviour and showing our values
- Talking to children
- Implementing rules and expectations.
- Recording unwanted behaviour and informing parents
- Time out sessions
- Working in partnership with parents and the school
- Dealing with all incidents and unwanted behaviour in confidence

Brindishe Green school does not tolerate unacceptable behaviour at either Breakfast Club or Tea Club. To ensure this, we will now be following a three-strike policy. If any child demonstrates unacceptable behaviour on three occasions, then they will not be able to attend the club for a set period as agreed by the Headteacher. If after this temporary exclusion behaviour still does not improve then this will be a permanent measure. Unacceptable behaviour is classed as fighting, being rude to others and not showing our school values.

Safeguarding Policy

The welfare of children within our care is of utmost importance to our staff. As such we believe we have a duty to the children, parents/carers and staff to act quickly and responsibly in any instance that causes us concern. Positive steps will be taken to develop a trusting relationship with every child and parent/carer.

All Breakfast Club and Tea Club staff are fully conversant with the school's

Safeguarding policy. (See school website for the full policy)

Managing medicines on school premises

- No medication may be given to a child unless a signed letter from parents for consent is in place. Staff administering medicines should do so in accordance with the prescriber's instructions. An administration of medicine form must be signed and dated by first-aider in charge.
NO other medication should be given by ANYONE.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- All medicines should be stored safely. All medicines and care plans are kept securely in the school office and are always accessible to the Breakfast Club and Tea Club staff.
- There is at least one designated First Aider for each club.

EMERGENCY PROCEDURES

Accidents

Should your child injure themselves at the club the procedure is:

- The incident and any treatment will be recorded in the accident book located in the Tea Club and your child be sent home with a copy of the first aid form.
- If the injury is to the head or a more significant injury and might require medical treatment parents/carers would be contacted as soon as possible.

Fire

- The club have a fire evacuation plan in case of emergency in line with the school's evacuation policy.

Food and drink

Radish is our school caterer. Radish buys locally, prepared lovingly, and cooked and served imaginatively and on site. Their chefs regularly visit their partners to ensure all produce has been grown or reared sustainably. All meat is 100% British and Red Tractor Certified and the eggs and milk are organic. Furthermore, 95% of Radish's creations are cooked from fresh, including bread, cakes, and sauces. There will be multicultural flavours across the menu, and place special importance on meeting all special dietary requirements.

Radish's philosophy is to add social value, improve sustainability and prioritise the best local ingredients. It represents a sensible approach to ethically sourcing honest local produce at affordable prices – ensuring.

Please see the Brindishe Green website for further information on Radish,

We offer a wide variety of traditional breakfast options as well as a vast variety of tea options.

Breakfast is optional, and you may prefer your child/ren to have breakfast before attending the club.

Breakfast is served from 8:00am, we cannot provide a hot breakfast after 8:15am.

Tea will be served at 4:00pm

Menus will be available on the school website.

Related whole school policies

- Child protection and safeguarding policy
- Behavior policy
- Equal opportunities policy
- Health and safety policy
- EYFS policy