



**Brindishe
Green**

Breakfast and Tea Club Policy

Brindishe Green & Brindishe Manor

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Reviewed: Author / Checked	Alicia Graham Fulya Kiroglu	Date: June 2025 Date: October 2025
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Club Locations and times

<u>Brindishe Green</u> School Hall Studio Games Room Playground Breakfast Club: 7:45 a.m. – 8:45 a.m. Tea Club: 3:15 p.m. – 6:00 p.m.	<u>Brindishe Manor</u> School hall Tech Hub Playground Breakfast Club: 7:30 a.m. – 8:45 a.m. Tea Club: 3:15 p.m. – 6:00 p.m.
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Contact Details

Brindishe Green/Manor Primary School Beacon Road Lewisham London SE13 6EH Email: extendedservices- BG@brindisheschools.org Phone: 0208 852 7245	Brindishe Manor Primary School Leahurst Road Catford Lewisham SE13 5LS Email: extendedservices- BM@brindisheschools.org Phone: 020 8852 0852
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Drop-Off and Pick-Up:

Both Breakfast Club drop-off and Tea Club pick-up take place in the School Hall.
The clubs operate Monday to Friday during term time only.

Aims and Objectives

The main aim of the Breakfast Club and Tea Club teams is to provide a safe, caring, and stimulating environments for all children in their care. Staff are responsible for supervising children at all times, ensuring their health, safety, and well-being throughout their attendance—until they are either escorted to class 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 where all children feel welcomed and protected.
- Offer a variety of stimulating and engaging play opportunities that support creativity, social interaction, and learning.
- Ensure there is always a qualified first aider on site during club hours.
- Conduct regular fire drills and ensure that both staff and children are familiar with emergency procedures.
- Encourage children to be independent, creative, and to develop self-discipline and positive behaviour.

There will be a variety of activities for your child(ren) to enjoy during Breakfast and Tea Club. These will include arts and crafts, physical activities, enterprise projects, and themed sessions.

Children will also have access to designated areas where they can read quietly, play board games, or simply relax. Physical activities will take place in the playground, weather permitting.

During Tea Club, children who have home learning to complete will be given the opportunity to do so, with staff on hand to provide support as needed.

Admission and Registration

- Only children who attend Brindishe Green/Manor Primary School are eligible to attend the Wrap Around Provision (Breakfast and Tea Club).
- All places are subject to availability.
- Registration documents must be fully completed, and the place must be confirmed by the Club Manager before a child can attend.
- It is a legal requirement that parents/carers provide contact details for at least two additional adults who may be contacted in an emergency.
- It is the responsibility of parents/carers to inform the Breakfast and Tea Club Manager of any changes to personal details (e.g. contact information, medical needs, authorised collectors) as soon as they occur.

Oversubscription Priority

If demand exceeds the number of available places, priority will be given in the following order:

1. Children in public care (i.e., those looked after by the local authority).
2. Children with an acute medical or social need, supported by a letter from a relevant professional (such as a doctor or social worker).
3. Applicants who have a sibling currently enrolled at the school on the closing date for applications and who will still be attending at the intended admission date.
4. Those staff members who have children attending at the intended admission date

5. If places remain unfilled, priority will be given 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 are required to sign a contract and explain its contents fully to their child(ren).

Failure to sign the contract may result in the delay or cancellation of your child's place.

The club reserves the right not to admit any child until all appropriate paperwork has been completed and signed by the child's parent(s) or carer(s).

The contract includes the following terms and conditions:

Arrival and Departure

Brindishe Green and Brindishe Manor Breakfast and Tea Clubs operate strict procedures to ensure the security and safety of all children in our care. There are clear and consistent protocols for both the arrival and departure of all children attending these clubs. To maintain a safe environment, it is essential that all families adhere strictly to the policies and procedures outlined in this document. No exceptions or allowances can be made outside of these agreed arrangements.

Breakfast Club Arrival

- Children of all ages must be dropped off by an adult or a responsible person over 16 years of age.
- Children in Years 5 & 6 may arrive unaccompanied only if signed written permission has been given and agreed with the school prior to their arrival.
- Children should be handed over to Breakfast Club staff at the main school entrance from 7:45 am (BG)/7.30am (BM), by pressing the intercom for Extended Services.
- If a child's name is not on the register, they will not be accepted into the club.
- Breakfast will be served until 8:15 a.m.; after this time, no food will be provided.
- Following breakfast, children will enjoy free play until 8:40 a.m.
- At 8:40 a.m., children will be escorted to their classrooms ready for registration at 8:45 a.m.

Tea Club

- Pupils will be escorted from their classrooms to the main hall by a member of staff, where they will be registered.
- Children attending extra-curricular clubs (whether run by school staff or external providers) will be escorted to Tea Club by the club leader/Sportacus once their session has finished.
- If a child will not be attending Tea Club on a given day, please inform the Club Manager/School office in advance to ensure the safeguarding of your child.

Non-Arrival for Tea Club

If a child does not arrive at Tea Club as expected, the following procedures will be followed:

- A designated member of staff will contact the relevant class teachers, club leaders, and the school office to confirm whether the child attended school or any extracurricular clubs that day.

- The school office will then contact the **named parent/carer** to ascertain the child's whereabouts and ensure their safety.

Departure from Tea Club

The Tea Club follows a clear collection procedure, which is agreed upon and understood by parents/carers, children, staff, and school personnel:

- Children must be collected promptly at the end of their booked Tea Club session by either a parent/carer or a person named on the collection permission form.
- Children will not be released to siblings or anyone under 16 years old.
- When collecting your child, please use the intercom to notify a member of staff. Your child will be brought out to you—please wait by the entrance unless invited inside by a staff member.
- Parents/carers and authorised adults are required to sign the collection register before leaving the premises.
- For safeguarding reasons, the school reserves the right to refuse release of a child to anyone not listed on the collection permission form unless prior verbal permission is given by a senior staff member or the school office, or written permission is provided e.g., a signed note or email to:
 - Brindishe Green: extendedservices-BG@brindisheschools.org
 - Brindishe Manor: extendedservices-BM@brindisheschools.org
- If none of the authorised persons are available to collect the 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 by the end of the Tea Club session, staff will follow these procedures:

- Check if a message has been left by the parents/carers regarding late collection.
- Attempt to contact the parents/carers immediately, leaving appropriate messages requesting urgent contact with the club.
- If the child remains uncollected and contact with the named parent/carer cannot be made, staff will then contact other authorised collectors listed on the registration form.
- The Head Teacher or a designated safeguarding lead will be informed of the situation.
- If all contact attempts fail and no authorised adult has arrived to collect the child, the Head Teacher (or designated safeguarding lead) will decide to contact the Local Authority's Designated Child Protection Officer to ensure the child's safety.

Payments and Booking Sessions

- Payment for the Clubs should be made via the payment portal. Payments are expected monthly in advance, unless a prior arrangement has been agreed with the Headteacher or Extended Services Manager.
- The current fees are:
 - Breakfast Club: £6 per session / £30 per week**
 - Tea Club: £14 per session / £70 per week**
- A 1.257% Arbor Stripe Fee will be added to the cost of each session.
- Payment is required for all days agreed in the contract, regardless of whether the child attends.
- Staff are awarded a 50% discount for each session, per child.
- Fees are non-refundable for non-attendance due to illness, holidays, or other ad hoc events.

- Parents/carers should book sessions by half-term or for any longer period required to secure their child's place.
- The sessions agreed upon in the contract are **not flexible (cannot be swapped)** and must be strictly adhered to.

Cancellation of Club/Days

- If you no longer require the use of Breakfast Club or Tea Club—for example, due to moving away, your child changing schools, or other reasons—a **four-week written notice** is required.
- If you would like to **reduce your contracted days** (for example, if your child attends all week and you want to cancel a day), a **four-week written notice** is also required.
- The school reserves the right, after discussion with parents/carers, to **withdraw a place** for a child who does not uphold the school's values or whose parents/carers fail to pay for their child's sessions.

Ad-hoc Sessions

- Any ad hoc sessions must be agreed with the Extended Services Manager prior to the required day, no later than 12:00pm (midday) the day before.
- If a place has not been booked through the Extended Services Manager in advance, we will not be able to accept the child(ren) into the club.

Late Collection Fees

- All children must be collected on time. Late collection will not be tolerated.
- The club operates a late fee policy: a charge of **£10 for every 5 minutes** late will be applied. An invoice for any late fees will be issued each half term.
- If late collection becomes a recurring issue, parents/carers may 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 in place to ensure the safety and well-being of all children attending the club.

- Upon arrival, parents/carers must sign their children in. This is important for Fire Regulations. Children in Years 5 and 6 who have permission to walk to school alone must sign themselves in.
- A member of the Breakfast Club team will also register the children each morning and parents are required to sign the register.
- Breakfast is served from 7:45 to 8:15am. A member of the Breakfast Club team will have access to all health and allergy information from the school office before any new children start attending.
- Children must not leave the club until escorted into school for registration.
- It is the responsibility of parents/carers to inform the Extended Services Manager if their child will not be attending a session.
- Children should not enter any unsupervised areas.
- Children are not permitted to bring their own toys to the club.
- While the Breakfast Club Team will make every effort to ensure children take their belongings at the end of each session, they cannot accept responsibility for lost items. Unclaimed items will be placed in lost property. Please ensure that your child's belongings are clearly labelled for easy return.

- Children are expected to always behave appropriately, in accordance with the school values and behaviour policy.

Tea Club Guidelines

These rules are in place to ensure the safety and well-being of all children attending the club.

- A member of the Tea Club team will register children every afternoon.
- A member of the Tea Club will have access to all health and allergy information from the school office before any new children start attending.
- Children must not leave the club until collected by their parent/carer. It is the parent/carer's responsibility to ensure their child understands this rule.
- Upon collection, parents/carers must sign out their children. This is important for Fire Regulations.
- Parents/carers are responsible for informing the Extended Services Manager if their child will not be attending a session.
- Children should not enter any unsupervised areas.
- Children are not permitted to bring their own toys to the club.
- While the Tea Club Team will do their best to ensure children take their belongings at the end of each session, they cannot accept responsibility for lost items. Unclaimed items will be placed in lost property. Please ensure your child's belongings are clearly labelled for easy return.
- Children are expected to always behave appropriately, in accordance with the school values and behaviour policy.

Behaviour

While attending the club and under the care of our staff, children are expected to consistently demonstrate all our school values and expectations set out in our promoting good behaviours policy. Each child will:

- Listen to all staff members
- Follow instructions carefully
- Walk around the club (no running).
- Use respectful language (no swearing).
- Play kindly and safely (no fighting, including play fighting, as this can lead to accidents and injuries).

Bullying will not be tolerated in any of our extra-curricular clubs and will be addressed immediately in line with our school policy.

Children must respect all other children, staff members, and visitors, regardless of age, gender, race, religion, or ability. Everyone at the club will be treated as an individual, with their needs respected and met.

Children are encouraged to speak to a member of staff if they feel unhappy about anything so that concerns can be addressed promptly. They are also encouraged to suggest ideas for activities or games, ensuring a wide range of fun, challenging, and stimulating options for everyone.

We use various positive behaviour strategies to encourage all children to thrive in a safe and welcoming environment. To promote positive behaviour, the club uses the following strategies:

- Praising children for good behaviour and for demonstrating our school values.
- Talking with children to help them understand expectations and consequences.

- Implementing clear rules and expectations consistently.
- Recording incidents of unwanted behaviour and informing parents when necessary.
- Using time-out sessions to give children a chance to calm down and reflect.
- Working in partnership with parents and the school to support each child effectively.
- Handling all incidents and concerns with confidentiality and sensitivity.

Brindishe Green/Manor School does not tolerate unacceptable behaviour at either Breakfast Club or Tea Club. If a child consistently demonstrates unacceptable behaviour the school will meet with the child and family to discuss next steps which could include a pause in the use of the service or supporting in finding an alternative provision.

Unacceptable behaviour includes, but is not limited to:

- Fighting, bullying, verbal abuse, disrespect towards staff or other children, destructive behaviour, etc.

Safeguarding Policy

- The welfare of children in our care is of the highest priority for all staff members. We recognise our duty to act swiftly and responsibly in any situation that raises concern for a child's safety or wellbeing.
- We are committed to fostering trusting relationships with every child and their parents or carers to ensure a safe and supportive environment.
- All Breakfast Club and Tea Club staff are fully trained and familiar with the school's safeguarding policies and procedures. For the full details, please refer to the school website.

Managing Medicines on School Premises

- If your child needs to take medication during the school day, please contact the school office.
- Should medication administration be required prior or beyond the school day (e.g., during Breakfast Club or Tea Club), the school office will inform the wraparound care team to ensure they can safely accept this responsibility.
- The club will only administer medicines such as antibiotics if prescribed by a GP to be taken at lunchtime or four times a day with meals.
- You will need to complete an **Administering Medicine Request and Instruction Form** before any medication can be given. Without this form, school staff cannot administer any medication to your child.
- An administration of medicine form must be completed, signed, and dated by the designated first aider in charge. No other medication should be given by anyone else.
- All medicines and related care plans are securely stored in the school office/First Aid Room and are accessible to Breakfast Club and Tea Club staff as needed.
- Each club has at least one designated First Aider available to manage medicine administration safely.

EMERGENCY PROCEDURES

Accidents

Should your child injure themselves while at Breakfast/Tea Club, the following procedure will be followed:

- The incident and any treatment given will be recorded on a first aid form. Your child will be sent home with a copy of the first aid form by the following day once it has

been signed by Senior Leadership Team (SLT). If authorisation is still pending, a copy will be shown to the collecting parent/carer at the time of collection.

- If the injury involves the head or is more serious and may require medical treatment, parents/carers will be contacted as soon as possible.

Fire

- The club has a fire evacuation plan in place, which follows the school's evacuation policy to ensure everyone's safety in an emergency.

Food and Drink

Radish is our school caterer. They source locally, prepare food with care, and cook and serve it imaginatively on site. Their chefs regularly visit suppliers to ensure all produce is grown or reared sustainably. All meat is 100% British and Red Tractor Certified, and the eggs and milk are organic. Additionally, 95% of Radish's dishes are made from fresh ingredients, including bread, cakes, and sauces. The menu features multicultural Flavors and places special emphasis on accommodating all dietary requirements.

Radish's philosophy focuses on adding social value, improving sustainability, and prioritizing the best local ingredients. They take an ethical approach to sourcing honest local produce at affordable prices.

We offer a wide variety of traditional breakfast options as well as a diverse selection of tea-time meals.

Breakfast is optional—your child may prefer to have breakfast before attending the club.

- Breakfast is served from 7:45am until 8:15 am.; hot breakfast cannot be provided after this time.
- Tea will be served at 4:00 pm.

Menus are available on the Brindishe Green and Brindishe Manor school websites.

Related Whole School Policies

- Child Protection and Safeguarding Policy
- Promoting Good Behaviour Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Early Years Foundation Stage (EYFS) Policy