



SUNNYSIDE PRIMARY ACADEMY

Wrap Around Care

Breakfast and After School Club

January 2022





SUNNYSIDE PRIMARY ACADEMY

Wrap Around Care - Breakfast and After School Club Policy

Sunnyside Primary Academy provides Breakfast and After School Club care for the pupils of the school.

We provide care for children between the ages of 4 and 11.

Places are offered on a first-come first-served basis. If all places have been filled, a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club
2. Those requiring the greatest number of sessions/hours per week

Aims:

- To provide a welcoming, safe and secure environment for pupils before the school day starts and at the end of the school after pupils have been dismissed.
- To provide an affordable, self-sustaining, childcare facility for parents/carers during term time.
- To build positive links/relationships with parents and support the community,
- To provide children with a nutritious breakfast at the start of the day in a pleasant and relaxed environment.
- To provide a calm play environment for children to engage socially with children from other year groups, therefore strengthening relationships within the school community.

Timings

Breakfast Club runs from 8:00am-8:45am

After School Club runs from 3:30pm-5:30pm.

Breakfast and After School Club are only offered during term times. Both clubs are closed on teacher training days and in the case of any emergency school closure.

Bookings

Parents must complete a registration form before their child/children can attend. These are available electronically [Breakfast and After School Club Registration Form](#) or in paper form from the school office.

All bookings must be made via Parent Pay to ensure that a register is maintained. This also assists in the management of numbers attending and staff provision.

Bookings and payments should be made on Parent Pay under "Make Bookings". In the drop-down menu under "Booking Type" please select either Breakfast or After School. Bookings need to be made the Wednesday before to allow adequate time to order food and ensure adequate adult to child ratios.

Places are charged for even if your child is absent for any reason. Emergency bookings may be made by phoning the school office if places are available. Priority will be given to siblings and those who make a regular commitment to the club.



SUNNYSIDE PRIMARY ACADEMY

Occasionally, agreements may be made between school and parents to access Breakfast/After School Club to support a pupil's access to school as a result of pastoral needs - these agreements are short term and a fixed end date will be agreed.

In the case of cancellation of the club due to emergency school closure, a 'credit' or refund will be made.

Cancellations of Bookings

Bookings for Breakfast Club or After School Club can be cancelled or amended on Parent Pay up to the Wednesday the week before.

After these times if a child does not attend for any reason, you will still be charged for the place. The charge relates to the place being held and not the actual attendance, as we need to ensure correct staffing ratios are adhered to, medical needs can be met, and that we provide appropriate food and sufficient resources.

Fees

From 1st January 2022, the following fees apply:

Breakfast Club – £3.50 (including breakfast)

After School Club – 3:30pm-5:00pm - £7.00 (including snack)

3:30pm-5:30pm - £9.00 (including snack)

The cost is per child, and no discount is available for siblings. There will be no reduction for less than a whole session.

Fees for breakfast club and after school club need to be paid by Wednesday the week before. No adjustments to bookings can be made after this time.

Parents can use Childcare vouchers from a government approved supplier towards Breakfast and After School Club fees – please contact the school office for more information.

If a parent/carer is late to collect their child/children from After School Club, a charge of £5.00 per child will be imposed. This will be added to the next invoice on Parent Pay. This charge is to discourage people from arriving after 5.30pm and should not be seen as a charge permitting late collection. Our staff finish at 5:30pm and are not paid after this time. When collection after 5.30pm occurs regularly, we reserve the right to withdraw access to the club.

If a child arrives at breakfast club or after school club and has not been booked in advance, a £5.00 administration charge will be applied, in addition to the session fee. If this happens on more than one occasion, then we reserve the right to withdraw access to the club.

The club must be sustainable. The Academy reserves the right to increase these charges as appropriate. A minimum of six weeks' notice will be given for any price increase.

Any queries regarding fees should be directed in the first instance to the admin team- Melanie Scott and Nicole Sloan.



SUNNYSIDE PRIMARY ACADEMY

Staffing

There will always be a minimum of two Breakfast Club staff at each session. Staff are employed by the school and therefore know the children well.

Breakfast Club

Breakfast club opens at 8:00am. Entry is through the main school doors.

A register will be taken. Parents/carers must accompany their child into school and sign their child in. No pupils should be left unattended before Breakfast Club begins, as there is no adult supervision and this would raise a safeguarding concern.

At 8.45am children will collect their belongings and go to class. Younger children or those who are identified as having additional needs will be escorted by staff.

After School Club

Class teachers will be issued with a copy of the register for After School Club each afternoon and will be aware of which children are due to attend that evening. Children will meet at the After School Club zone, where a member of staff will register them. Children of a younger age or identified as having difficulties will be escorted to After School Club by their class teacher or a member staff.

On days where children are accessing extra-curricular clubs run by the school and then attending our After School wrap around care afterwards, parents need to inform After School Club staff so that the staff know when to expect them and to keep a snack to one side. On their return to After School Club, children will be registered.

If a child is booked into After School Club but does not attend registration, we will check whether the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the SLT member on duty at the school and take the following steps:

- all staff on the school premises will conduct a thorough search of the premises and surrounding areas
- contacts listed on the registration form will be contacted
- police may be notified.

After School Club Staff will ensure that parents/carers sign children out before they leave, recording the time of collection.

Children can only be collected by an adult who has been authorised to collect them on their registration form or by having knowledge of the pre-arranged 'security word'. ID may be requested for an unfamiliar adult. Staff will contact the main parent/carer for confirmation if they have any concerns regarding departures. Children will not be allowed to leave on their own.



SUNNYSIDE PRIMARY ACADEMY

If a child is booked into After School Club and the place is no longer required but has not been cancelled before 12 noon they must still be collected from the After School Club in the main office area. This applies even if collection is at 3.30pm.

Parents/carers must collect their child/children by 5:30pm. If you are unavoidably delayed please telephone 07718 559895 – this number should only be used for emergency communication, all other communication should go through the academy office as usual. There is no facility for an extension for collection beyond 5:30pm..

If a parent/carer is late to collect their child/children a charge of £5.00 per child will be imposed. This will be added to the next invoice on Parent Pay. This charge is to discourage people from arriving after 5.30pm and should not be seen as a charge permitting late collection. When collection after 5.30pm occurs regularly we reserve the right to withdraw access to the club.

Safeguarding

The Breakfast and After School Club follow the school's Safeguarding Policy, a copy of which is on the Academy website.

Gates will remain locked during the Club session times and access to the school is through the main entrance only.

Parents/carers should not go past the registration point when dropping children off or collecting them.

The Academy's fire procedures will be followed. The meeting point is on the main playground.

Food

During Breakfast Club, children will be offered toast with various spreads and a selection of cereals. Water, fresh apple or orange juice are also available.

The children have the opportunity to participate in various games, colouring and social activities.

During After School Club, children are offered a selection of snacks, eg. pizza, beans on toast or cheese wraps. These can be found termly on our website, along with the overview of activities.

We have allergy lists for all food served and keep medical and allergy lists of the pupils who are attending. Parents should ensure that the school records are kept up to date by informing the office of any changes and providing appropriate medication such as epi-pens.

Behaviour

Breakfast Club and After School Club is run by the school, so the existing school Behaviour Policy will be followed.

Communication with Parents

There will be a member of Breakfast Club staff at the door every morning at 8:00am and a member of After School Club staff will be on the door when children are collected. These



SUNNYSIDE PRIMARY ACADEMY

staff can take messages that apply to club times, but are not able to pass messages on to class teachers. All communication for class teachers or relating to the normal academy teaching day, should be passed through the school office. This can be done by phoning 01604 842958 or emailing admin@sunnysideprimaryacademy.org.

Complaints

We hope that you will be happy with the service that we provide. However, should you wish to make a complaint, a copy of our complaints policy is on the Academy website.

Mrs Atkinson
January 2022