



## **Introduction**

Archbishop Runcie First School runs its own Breakfast Club and After School Club to provide high quality out-of-school hour's childcare for our parents. They provide a range of stimulating and creative activities in a safe environment.

The clubs operate term time only from 7.45am – 8.50am (Breakfast Club) Monday – Friday and 3.20pm – 5.30pm (After School Club) Monday – Friday.

## **Admissions**

- Breakfast & After School Club are open to pupils attending Archbishop Runcie First School
- Emergency contact, medical and dietary details used will be those already supplied to the school.

## **Bookings and Payment of Fees**

In line with Government guidance places will be capped at 28 per session. Bookings are made in advance via ParentMail, block bookings are required and will need to be made monthly in advance. Full payment is required at time of booking, refunds will only be made if Archbishop Runcie First School cancel a session for any reason. Emergency bookings on the day will not be accepted due to the limitations of staffing/ratios. This is necessary to ensure we are able to organize staff to support the statutory pupil/adult ratios (8:1). Children who arrive for a session and are not enrolled will be refused for safeguarding and Health and Safety reasons.

Fees should be paid IN ADVANCE via ParentMail or childcare vouchers. Pupils in receipt of Free School Meals are allocated a place at Breakfast Club Free of Charge, but will still need to book in advance in the usual way.

Confirmation is required at time of booking that this policy has been read and the terms therein have been accepted.

## **Cancellations**

Refunds will only be given for sessions cancelled by Archbishop Runcie First School. In order to ensure a safe and secure environment for the children, we need to resource the extended schools provision with our staff on a regular basis, therefore we regret that we are unable to offer refunds where a parent cancels a session.

## **Arrival and Departure**

### **Breakfast Club**

- Arrival - Children enter the club via the main entrance and parents/carers sign them in using the electronic entry system.
- Departure - children are taken to their classes by Breakfast Club staff at the start of school.

### After School Club

- Arrival – Children will proceed to the school hall and club staff will mark children as present against the register.
- Departure - Children are collected from the main entrance. The named parent/carer presses the buzzer at the front door and remains within the school foyer. A member of staff will answer and sign the child out, with the time recorded. Parents/carers must ensure that any person who may collect their child is communicated in advance to the school office.

### Daily Routine

#### Breakfast Club

- 7.45am – breakfast club opens, children arrive at where a range of activities are set out. Children are registered on arrival. Breakfast is available (cereal, fruit and toast).
- 8.15am – breakfast service stops. Any children who have not arrived at this point will not be able to access breakfast.
- 8.30am - tidy up time encouraging the children to take responsibility for the hall and school environment.
- 8.50am children collect their coats and bags and go to class.

### After School Club

- 3.15pm – children proceed to club in the hall, are registered on arrival and offered a snack and drink. Children can choose from a range of play and planned activities, both indoors and outdoors (weather permitting).
- 5.30pm children are collected/session closes.

### Behaviour at Extended Schools provision

Archbishop Runcie First School Behavior Policy applies fully to pupils at extended schools provision. If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club reserves the right to refuse provision for the pupil to attend. The reasons and processes involved will be clearly explained to the child and their parent/carer.

### First Aid

Archbishop Runcie First School First Aid Policy applies fully at extended schools provision. Parents of any child who become unwell during session will be contacted immediately. If a child is sent home during school hours, the Extended Schools staff will be informed of their absence.

### Uncollected children – After School

If a parent is unable to collect their child after school, or will be late, they should inform the school office as soon as possible, with details of the alternative contact who will be collecting their child.

If a child is not collected by 3.30pm, then they will be taken to After School Club and invoice raised and sent to the parents/carers for payment of the full session. Persistent late collection may be a Safeguarding concern and will be dealt with inline with the school's Safeguarding policies.

### Uncollected children – After School Club

If a child has not been collected by the end of the extended school session (5.15pm or 5.30pm dependent on session booked) parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour/at the discretion of SLT, the police and Social Services will be informed.

Late fee charges will be levied as set out in Appendix A.

Payment for this charge will be due before the end of the following week.  
The school reserves the right to consider withdrawal of places for persistent offenders.

APPROVED by FSP Committee – 16<sup>th</sup> March 2022

## **Appendix A – fees charged**

Academic Year – 2022-23

Breakfast Club:

£4.50 per session, to include a simple breakfast.

After School Club:

Standard session – till 5.15pm - £9.00

Late session – till 5.30pm (must be booked in advance) - £11.50

Both include an afterschool snack.

Late fees:

- up to 15 minutes late - £25
- 15-30 minutes late - £50
- over 30 minutes late - £100

## Appendix B - ratios

Taken from:

<https://www.outofschoolalliance.co.uk/staffing#:~:text=We%20recommend%20that%20out%20of,over%20the%20age%20of%20eight.>

For out of school clubs in which the youngest children are of **reception age or older**, the *statutory* minimum staffing ratio was reduced to 1:30 for children up to the age of eight in September 2014. Although this is the absolute minimum legal ratio, very few clubs will be able to operate safely at this level, and specialist childcare insurers are unlikely to provide cover. Ofsted will still expect you to operate using safe staffing levels and to meet all the other requirements regarding care for the children as set out in the *Statutory Framework for the Early Years Foundation Stage*, but it is now down to you as the provider to decide what the appropriate staffing levels are:

- We recommend that out of school clubs continue to operate at a ratio of around 1:8 for children up to the age of eight.
- We recommend a ratio of around 1:10 for children over the age of eight.

For out of school clubs in which the youngest children are **younger than reception age**, the standard Early Years statutory staffing ratios apply for these children. (This is usually 1:8 for a typical club, but can be 1:13 if you have highly qualified staff, or even 1:4 if you take two year olds.) The statutory staff to child ratios are specified in:

- For children in reception, or younger:  
[EYFS Statutory Framework \(2021\)](#) (para 3.41 if reception age or older; para 3.35 if younger than reception age; para 3.33 for two year olds)
- For children from Year 1 upwards:  
[Early Years and Childcare Registration Handbook \(Annex C: Registration requirements for the Childcare Register, para CR1.7 - CR1.8 \)](#)

## Appendix C – How To Book Using Parent Mail

### HOW TO BOOK WRAP AROUND CARE USING PARENT MAIL

Bookings for Breakfast Club and After School Club are processed via ParentMail (either the app or the website). Bookings open a month in advance and close two weeks prior, so that staffing can be organised and food orders placed.

To book:

#### **If you pay using a credit/debit card:**

Go to “My Accounts” – this will then give you the option to book Breakfast or After School Club. You can select the dates you need which will be added to your basket. Once you have added all dates, proceed to the Checkout and pay with your debit/credit card.

You have now booked and paid for your Wrap Around Care.

You will need to book Breakfast Club and After School Club separately. **If you require a late session for After School Club, please ensure you select the correct time session.**

If your child receives Free School meals you will be allocated a free Breakfast Club place but still need to book in advance.

If you need any help please contact [wraparound@archbishop.newcastle.sch.uk](mailto:wraparound@archbishop.newcastle.sch.uk).

#### **If you pay using Childcare Vouchers:**

Go to “My Accounts” – this will then give you the option to book Breakfast or After School Club. You can select the dates you need which will be added to your basket. Select the sessions that show **£0.00**

Please note: the price will show as **£0** as unfortunately the two systems cannot communicate. Once you have added all dates, proceed to the Checkout. Your booking has now been made with the school.

Once you have booked, you will need to pay using Childcare Vouchers in the usual way.

If you need any help, please contact [wraparound@archbishop.newcastle.sch.uk](mailto:wraparound@archbishop.newcastle.sch.uk).

You will need to book Breakfast Club and After School Club separately. **If you require a late session for After School Club, please ensure you select the correct time session.**

#### **Ad Hoc Bookings**

We *may* be able to provide spaces once bookings have closed. If you are unable to book online, then please contact [wraparound@archbishop.newcastle.sch.uk](mailto:wraparound@archbishop.newcastle.sch.uk). If your booking is for the next 5 days then please telephone the school office on 0191 285 2663.

For more details see

<https://www.parentmail.co.uk/help/parenthelp/payments/book-and-pay-for-school-dinners-and-clubs/>