



Wrockwardine Wood CE Junior School  
Breakfast & After School Club Policy

2024- 2025

At Wrockwardine Wood C of E Junior School we aim to provide and encourage the children to eat a healthy breakfast and or afternoon snack, whilst providing a supervised childcare provision.

**Aims:**

- To promote healthy eating
- To encourage children into school in a warm, welcoming manner
- To provide activities to stimulate children in a caring environment
- To ensure the wellbeing and safety of the children who attend is paramount

In working towards these aims, Wraparound Care will:

- a) Promote stronger links between pupils, parents, carers, teachers, the school and the local community.
- b) Raise awareness of healthy eating practices.
- c) Provide a wide variety of activities aimed at all age ranges, involving healthy eating and wellbeing
- d) Ensure that any dietary requirements are met and adhered to.

All staff preparing food have the relevant food preparation qualification certificates.

Opening Times

Breakfast Club operates from 7.30am until 8.45am each school day. Breakfast will stop being served at 8.15am but children are still welcome to come to breakfast club after this time. The after school club operates from 3:25pm to 4:30pm for session 1 and 4:30pm to 5:30pm for session 2.

**There is no session 2 on Fridays and after school closes at 4:30pm.**

Arrivals at Breakfast Club

All children **MUST** be booked in via ParentPay. Parents/carers should bring their children to the front door. Here, they will be greeted by a member of the Breakfast Club staff who will confirm that they have been booked in on our registers. If there is a one-off emergency and you need your child to attend breakfast club but they have not been booked in, please see the staff at breakfast club and they will confirm if they are able to accept your child (we are restricted by the staff/children ratio). The child will then be signed in by the parent / carer.

After School Club

All children **MUST** be booked in via ParentPay and will be marked off on the daily register in the hall at the end of the school day. There are three sessions available to book:

Session 1: 3:25pm-4:30pm at a cost of £3.50

Session 2 4:30pm – 5:30pm at a cost of £3.50 (includes a snack)

Part Session 4:00pm-4:30pm at a cost of £1.00 (for after the school run clubs such as art, doodle etc which end at 4pm)

If there is a one-off emergency and you need your child to attend after school club on a particular day, please ensure you call the school office on 01952 387880 where we will confirm that we have booked your child in.

Children will be collected from the wraparound building and signed out by the parent / carer. If there is no answer at the Wraparound care door the children maybe outside and the staff are contactable on the mobile phone:

### Behaviour

The school's behaviour policy, available on our website, will be adhered to throughout the Wraparound Care sessions. In the event of a child making poor behaviour choices, in the first instance the child will be supported to make better choices by the staff at Wraparound Care. If the challenging behaviour continues, parents/carers will be called and notified. If behaviour does not improve, then further sanctions may be necessary at the school's discretion for example, not being able to use breakfast club/after school club.

### First Aid

All incidents are dealt with by a qualified first aider in line with the school first aid policy, available on our website. All incidents are recorded in first aid book and a copy of the incident form given to parents/ carers. Prescribed medications can only be administered once your child is in main school (with a signed permission form) and can only be given once during the school day.

### Safeguarding

All staff have up to date safeguarding training. Any concerns are immediately shared with our school Designated Safeguarding Leads immediately. Procedures for reporting safeguarding concerns are followed in line with our school safeguarding policy which is available on our school website.

### Late Collection

We respectfully request that you collect your child promptly at the time your booked session ends. Any instances of late collection may result in a late collection fee of £10 per day. If your child is repeatedly collected late, the Wraparound Care facility may be withdrawn from your use.

**Please note: it is imperative that your child is booked into breakfast and after school club via ParentPay (unless an unforeseen emergency). This ensures that we are able to staff the provision with the correct staff to children ratio.**

This policy will be reviewed annually by the Headteacher.

Next review June 2024