



## London Athletic and London Academy School Club Policy

### **POLICY STATEMENT**

- London Athletic Football Club was established in 2010 as part of the initiative, to help meet the needs of our pupils, parents and the wider community.
- The Club is committed to equal opportunities. No child who uses the club will be discriminated against on any grounds, e.g. race, gender, religion, disability or social background. Appropriate and reasonable steps will be taken to ensure that the service is accessible to all sections of the community.

### **Aims**

- To provide a secure, environment before school facility for children whose parents are unable to bring their children to school at 8.55 am.

### **Objectives**

- To provide a secure, safe and welcoming environment for pupils from 7.30 am to 8.30 am.
- To provide an affordable service for working parents and carers.
- To enable pupils to eat a healthy and varied breakfast before the start of the school day in a pleasant, relaxed environment.
- To employ competent supervisory staff.

### **Charging Policy**

- London Athletic FC charges for School Club, to cover the cost of staff engaged to provide extended activities and the healthy food provided. The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.
- Tackling deprivation and disadvantage to reduce attainment gaps is a core focus of extended services. There may be circumstances or occasions when the school allocates a place at Breakfast Club to a child.

### **Procedures**

#### **Staffing**

- There are a minimum of two members of staff on duty at After School and Breakfast School Club.

- The staff at After School and Breakfast School Club have undergone all the necessary safeguarding checks. All staff are committed to on-going training and development.

### **Contingency Arrangements for Staff Absences and Emergencies**

- If a member of After School and Breakfast School Club staff is absent, cover will be
- then be arranged. There are three members of school staff who may be called to cover at short notice.

### **Booking Arrangements**

- All parents/carers are required to complete a registration form passed via the school, for the following, address, x2 emergency numbers, persons allowed to collect, food allergies, medical info and ways to pay.
- The registration form will remain active for the duration of the child's time, but the need for a place at the club must be restated at the end of the academic year, in good time for the start of the next year.
- For each new academic year, priority for spaces will be given to existing club members, providing their intention to continue is made clear by the end of the outgoing academic year. At the start of the year, remaining places will be offered to all applicants on a first come first served basis.
- Casual places are available at any time during the year, providing spaces are available and a registration form has been filled in.
- Parents/carers wanting an occasional day must notify the club at least 24 hours in advance to check on availability of spaces.
- The After School and Breakfast School Club will endeavour to accommodate everyone as much as possible and as fairly as possible.
- The charge per session is from 7.30 am, breakfast club = £4.50 a session, short stay after school club 3:00 - 4:00 = £4.50 a session, long stay 3:00 - 5:00 = £11 a session (includes a snack).
- Payment should be made on the day of attendance at School Club, or before. If possible, payment in advance for all the sessions must be made.
- It is expected that parents will not go into arrears and any arrears of more than two weeks will be referred to the SLT and Business manager. The parents/carers use of the club will be reviewed.

## Use of Registers

- Children are registered as they enter the Hall.
- The After School and Breakfast School Club Manager retains the registers which are kept in the office.
- In case of an emergency, all staff and children will evacuate the building. Staff will escort the children to the designated lining up area and the register taken.

## Organisation

- The After School and Breakfast School Club is open to all pupils from Reception to Year 6, from 7.30 am to 8.45am.
- It is held in the Hall where food is served and activities are organized, as well as the school playground
- Pupils are welcomed by the School Club staff who register the children. Younger children are assisted with their outer clothing and bags.
- Children are asked what they would like to eat and drink. Breakfast and snacks, brown and white bread, a choice of breakfast cereals.
- We will endeavour to encourage the children in healthy lifestyle choices. With this in mind, we will provide the children with healthy options for breakfast.
- Food is served at the table. Emphasis is placed on good table manners and behaviour throughout.
- Children are encouraged to have sufficient to drink to ensure adequate hydration at the start of the day.
- As each child finishes their breakfast, they are encouraged to clear away their own crockery and cutlery, placing items in the washing up box.
- Warm water, liquid soap and anti-bacterial gel are available for the children and staff to clean their hands.
- Toilets are available in school, for use by staff and children.
- After their breakfast club, children may join another table where activities are laid out or choose to play or chat with friends.
- The preparation and serving of food finishes at 8.30 am prompt to enable staff to wash up and clear away in time for the start of school. Children arriving after this time who have not eaten at home will be fed, but from a reduced menu. Parents/carers should avoid causing this difficult situation if at all possible.

- All activities are cleared away by staff and children by 8.40 am, so that the children may walk to their classrooms. The supervision of School Club children is handed over to other members of staff at that point.
- The child's details, medical conditions, the parents' contact details, an additional emergency contact name, address and telephone number are kept in the school office.
- The School Club Registration form also contains information about any special dietary requirements and any medical conditions and/or allergies. These are kept in the School Club file, together with the daily registers and records of payment.
- The school telephone number is used by the Breakfast Club and our emergency contact detail is Dean Storey on +44 7525 930701.

### **Resources**

- School Club resources are kept in the Hall Store. Team games are also organised and the School Club makes use of some school P.E. equipment.

### **Communication with Parents**

- A brief, informal chat with parents bringing children to After School and Breakfast School Club is possible, although consideration of others should be given at this busy time.
- Any messages will be conveyed directly by parents via face 2 face, email or phone.
- Parents may make appointments with the School Club Manager or Head Teacher to discuss matters pertaining to School Club.

### **Emergency Evacuation Procedure**

- In line with existing school procedure.

## Illness

- The club has the right to exclude any child with an infectious disease, for example, sickness and diarrhoea or impetigo, for a period of up to 48 hours or until the child is no longer infectious.

## Medication

- The School Club Manager will only administer medication that has been prescribed by a doctor and where parental permission has been given in writing.

## First Aid

- First aid will be administered in line with school procedures, with reference to the Health and Safety Policy.
- All of the After School and Breakfast School Club staff holds a current first aid qualification.

## Risk Assessment

- A risk assessment is carried out for School Club on an annual basis. A copy is kept in the After School and Breakfast School Club file.

## Confidentiality of Documents

- Documents relating to After School and Breakfast School Club are treated as confidential.

## Complaints

- All complaints notified verbally or in writing by a parent/carer of a child attending School Club will be initially investigated by the School Club Manager. SLT will be kept informed and will be involved in the final decision, in line with the school's complaints procedure.

<b>Date Written</b>	<b>Written By</b>	<b>Ratified By</b>	<b>Review Date</b>
July 2021	Dean Storey		July 2022

