

Out of Hours Clubs Policy (Breakfast Club & Buddies Club)



Broadening Horizons

Raising Aspirations

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Aims

- To provide a childcare facility that meets the needs of parents/carers and the children attending.
- To provide a happy, welcoming, safe and secure place where all children are valued and treated equally.
- To provide children with a nutritious breakfast and/or a nutritious hot snack and drink at the Breakfast and Buddies Clubs.
- To develop strong partnerships with parents/carers.
- To provide a range of structured activities to engage and stimulate the children.

Organisation of the clubs

- Out of Hours Clubs are managed by [Miss Lumina Freidl](#) (Office Manager).
- Breakfast Club is available Monday-Friday from 07:45am – 08:45am with [Mrs Efchari Kapoli](#) and [Mr Chris Young](#) (Breakfast Club Supervisors).
- Buddies Club is available Monday-Friday from 15:00pm – 16:00pm (no food) or until 17:30 (with hot food provided) with [Miss Mandy Valier](#) and [Mr Chris Young](#).
- The Clubs are available for all children attending Coombe Road Primary School, with a limited capacity, therefore provision will be on a first come, first served basis, according to the registration and booking procedures detailed below.
- Both Clubs are located in the Cookery Room.
- Parents/carers are asked to drop off their children for Breakfast Club between 07:45am and 08:30am and collect from Buddies Club by 16:00pm or 17:30pm via the bottom of Milner Road entrance, which is clearly signposted. A door bell is available and adults must sign in / out their child each day. No child is to be left unattended outside the gates / door.
- All policies and information regarding the clubs can be found on our website www.coomberoad.brighton-hove.sch.uk.
- Breakfast Club is registered via OFSTED for childcare. Reg No. 114365. Club Name: Coombe Road Breakfast Club. Full Address: Milner Road, Brighton, BN2 4PB.
- Buddies Club is registered via OFSTED for childcare. Reg No. 114365. Club Name: Coombe Road Buddies Club. Full Address: Milner Road, Brighton, BN2 4PB.

Food Provision

Children will get a choice of food and drink according to the Breakfast and Buddies menus, which will be changed each term and communicated to parents. The menus will include and use ingredients according to healthy eating guidelines, as follows;

- water will always be available in both clubs
- fresh fruit will always be available in both clubs
- fruit juices will be watered down 50:50

- low sugar / no added sugar / sugar free products
- wholemeal products
- sunflower spread
- semi-skimmed milk
- low / no fat content
- tea will be decaffeinated
- hot chocolate will be cocoa power
- coffee will NOT be available
- no sugar will be added to food / drink
- no salt will be added to food
- we have a 'no nuts' policy in the clubs in line with school policy.

Parents/carers are responsible for informing the Club Manager/Supervisors of any dietary requirements. It is imperative that all allergies are communicated to ensure your child's safety.

Food is sourced from reputable supermarkets at all times.

Food Safety & Hygiene

The school will follow strict food safety and hygiene rules and club staff will be qualified to do so. In cases of staff absence where another member of staff is covering, who is not qualified, they will not be permitted to handle any food.

Daily check sheets are completed and filed.

Activities on Offer

After the children have eaten, they will have the opportunity to get involved in a number of planned activities, according to the clubs Activities Timetables, which will be reviewed and communicated to parents on a termly basis. These could include:

- board games and puzzles
- hall / playground games / sports
- Lego or construction games
- comics and books
- ICT
- arts, crafts, drawing or colouring (aprons will be provided)
- dressing up and role play
- music, drama or dance
- cooking (own meal to eat / something to take home to share)
- cinema (all films will be rated U)
- be heard reading or getting help with homework (if requested by parent).

At the end of the Breakfast Club session, children will be taken to their respective playground (once adult supervision is available) or to their classrooms (depending on the age and needs of the child) by the Breakfast Club Manager.

Any Infant children who sign up for Buddies Club will be collected directly from their classrooms by one of the Buddies Supervisors. Any Junior children will make their way to the Cookery Room at the end of the day, unless their needs require them to be collected or dropped off by a member of staff.

Following registration, any child attending a separate after-school club activity will join the other children attending the activity. At the end of the activity, they will be brought back to Buddies Club. Please note payment for both clubs will be required (ie; Buddies plus additional club fee).

Children should not bring anything valuable from home. The Breakfast and Buddies Clubs are not responsible for the loss or damage to any items brought from home.

Any donations of books, toys, games, dressing up etc. will be gratefully received by the Clubs and their attendees.

Behaviour

The school's Behaviour Management Policy will be followed to ensure consistency for the children at the clubs. We will always encourage and praise good behaviour using various methods which could include, house points (dojos), assigning responsibilities (jobs), stickers, certificates and 'star of the week'.

The Breakfast and Buddies Clubs reserve the right to withdraw the services if a child's behaviour is consistently unacceptable.

Club rules include;

- following core values at all times (commitment, opportunities, respect and excellence)
- using good table manners at all times
- be polite and well-mannered at all times
- using equipment and facilities in a safe manner including a knife and fork
- aggressive behaviour from a parent, child or staff will not be tolerated
- bullying will not be tolerated.

Registration and Booking

To enable your child to be booked into Breakfast and/or Buddies Clubs a Registration Form (see attached) must be completed, signed and returned to the school office / club Manager(s). Completion of the registration forms ensures we have the most up to date details including contacts, emergency contacts, who is authorised to pick up your child,

medical needs, medication, allergies and permission details. A new registration form will be required each term.

It is preferable that pupils are booked into the clubs by at least 15:45pm of the day before the session required for Breakfast Club and by at least 17:30pm of the day before the session required for Buddies Club.

Bookings can be made in various ways including;

- telephone or text message the Club Manager(s) using telephone number: [07454 633608](tel:07454633608).
- telephone school office using telephone number [01273 291188](tel:01273291188).
- complete booking form, which is available in the office or by downloading from our website www.coomberoad.brighton-hove.sch.uk.
- In an emergency, a child may be booked into the Buddies Club on the same day but only if it is confirmed that a place is available.
- Children will be accepted without prior booking to Breakfast Club if there is space and payment is made in cash at arrival.

NB: If a message is left in order to make a booking, parents/carers must await a reply to confirm a place is available. Please note these phones will only be switched on during specified times.

All bookings must be paid in advance. Your child may be refused entry for non-payment. See Fees and Payments below for full details.

There are a limited number of places available and therefore will be allocated on a first-come, first served basis.

All information provided will remain confidential, according to the school's Confidentiality Policy.

Breakfast Club Arrivals

Access is via the clubs dedicated entrance at the bottom of Milner Road between 07:45am and 08:30am, when the gate will be locked. Please ring the doorbell on arrival. Please note a parent/carer must sign their child(ren) in and the time of arrival at the Breakfast Club on the daily register. No child is to be left unattended outside the clubs entrance gate or door.

Mrs Kapoli/Mr Young (Breakfast Club Supervisors) will greet you and your child(ren) and request your signature.

Collection from Buddies Club

Access is via the clubs dedicated entrance at the bottom of Milner Road at no later than 16:00 (if your child is not having food) or no later than 17:30 (if your child is having food).

Please ring the doorbell on arrival. Please note a parent/carer must sign their child(ren) out and time of pick up from Buddies Club on the daily register. No child can be sent home without the agreed adult picking them up.

Miss Valier/Mr Young (Buddies Supervisors) will greet you and hand over your child(ren) and request your signature.

Children will only be handed over to the person(s) indicated on the registration form. If any other person is collecting the child, the Buddies Supervisor must be notified in advance and a safety password will be provided.

Fees and Payments

Breakfast Club Fees:	07:45 am- 08:45 am @ £2.00 per session .
Buddies Club Fees:	15:00pm - 16:00pm @ £6.00 per session (no food provided). 15:00pm – 17:30pm @ £14.00 per session (including food).
Late Collection Penalty:	An extra fee maybe charged for late collection and your child may not be permitted to attend until all fees are paid.

All payments for the Breakfast and Buddies Club must be made in advance for each half term and can be done as follows;

- Parent Pay
- Tax Free Childcare.

If a late booking is made to the Buddies Club, payment MUST be made at the end of the session. If cash is being paid on arrival then the correct change is expected.

If, for some reason, payment is not made then payment MUST be received within one school day of attendance. If payment is not received within one school day, parents/carers will forfeit the opportunity to use the club for their child, until payment is made.

Fees will be reviewed annually by the Governors Finance Committee.

Breakfast Club is registered via OFSTED for childcare. Reg No. 114365. Club Name: Coombe Road Breakfast Club. Full Address: Milner Road, Brighton, BN2 4BP.

Buddies Club is registered via OFSTED for childcare. Reg No. 114365. Club Name: Coombe Road Buddies Club. Full Address: Milner Road, Brighton, BN2 4BP.

Don't forget you may be able to claim by contacting the Tax Credit Helpline on 0871 876 9426 and providing the details above.

The school is registered for Tax Free Child Care. Register online on <https://www.gov.uk/government/news/tax-free-childcare-10-things-parents-should-know>.

School Closure / Cancellation of Clubs

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the school building e.g. no heating or water supplies. In the event of closure the Club Managers will endeavour to contact individuals by telephone by 07:00am. During adverse weather conditions school closure will be reported on the Brighton & Hove City Council website, the school website and local radio stations as per the school's Exceptional Circumstances / Severe weather Closure policy. All parents are contacted via Text2Parents.

Refunds

There will be no credits, refunds or alternative sessions offered for sessions booked but not used, even in the case of your child being off school sick or if your child is withdrawn due to unacceptable behaviour. However, if the school cancels the club for any reason, a refund or the chance to carry payment forward into the next week will be offered.

Late Collection from Buddies Club

An extra fee maybe charged for late collection and your child may not be permitted to attend until all fees are paid.

If a child is not collected by 17:35pm and the Buddies Club Supervisors have not been able to establish contact via the parents/carers' numbers or via any emergency contacts, then the school will call Social Services / Police.

Staffing

There will always be 2 members of staff at each club (The Club Supervisors), with a maximum capacity of 20 children.

If a Club Assistant is absent, they will contact the Clubs Manager between 06:00am and 06:30am for Breakfast club or 06:00am and 09:00am for Buddies Club to arrange alternative cover. In the event of the Clubs Manager absence, they will contact the Head teacher in order for a replacement to be arranged or confirmed.

A pool of staff are available to contact in the event of such circumstances.

Staff are not permitted to work for a least 48 hours after the last symptoms of vomited or diarrhoea. All illnesses are to be reported to the Club Manager / Head Teacher prior to commencement of work and recorded accordingly. The Manager will then decide whether to withdraw or change duties of the staff in club.

The line Manager for the Clubs is our Office Manager, Miss Lumina Friedl.

Safeguarding and Health & Safety

The clubs currently have a Food Hygiene Rating of 5 (Very Good) and has also been awarded a Brighton & Hove Food Partnership Food Choice Award.

In accordance with current legislation and school policies, all permanent staff involved in the running of the Breakfast and Buddies Clubs have / will;

- current CRB / DBS clearance
- annual Child Protection training
- Paediatric First Aid / Workplace First Aid qualification
- Level 2 Food Safety and Hygiene for Catering / Food Safety Basics qualification
- undertake any relevant training
- follow school policies and procedures for safeguarding, child protection, code of conduct, e-safety, toileting & intimate care, health & safety, fire safety procedures, emergency evacuation, tackling extremism & radicalisation and whistleblowing as well as EYFS requirements.
- follow the Breakfast and Buddies Clubs Risk Assessments (RAs) and any other RAs associated with activities and locations of club activities
- have out of hours fire drills and fire register
- clean and maintain club facilities and equipment and apply for any funding / grants where applicable
- contact parents and the police if a child goes missing from the school premises
- contact parents / emergency contacts if a child is not collected by specified times above, is unwell or has had an accident
- contact social services if a parent / emergency number is not contactable and a child has not been picked up

Risk Assessments are documented for the following;

- Breakfast Club
- Buddies Club
- Use of a toaster
- Electricity in the workplace
- Cooking and eating
- Cleaning
- Food safety
- Chemicals COSHH
- ICT Suite
- Infant Playground
- Infant Hall
- Arts & Crafts
- Manual handling.

Communication with Parents

Staff will communicate verbally with parents/carers dropping off or collecting children, which may involve passing a message to or from the class teacher. Also any behaviour or first aid issues will be communicated along with how well your child has done in club.

Each term the new menu and activities timetable will be provided in book bags, newsletters and on our website www.coomberoad.brighton-hove.sch.uk.

Medicines and First Aid

In the event of a child falling ill or having an accident, the Medicines and First Aid Policy will be followed and parents will be contacted as soon as possible. Basic first aid will be given by a qualified member of staff and an accident form completed. The parent/carer will be asked to sign the accident book on arrival.

Parents must inform the school of any medical conditions. A medicines permission form must be completed and medicines provided to the Breakfast Club Manager who will in turn pass it on to the class teacher. Individual health care plans (IHCPs) will be in place where required. An asthma pump is kept in club in case of emergencies.

All Clubs staff are qualified first aiders.

Confidentiality

The clubs will follow the school Confidentiality Policy.

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equalities Policy and Accessibility Plan.

Complaints

All complaints will follow the school's complaints policy/procedures.

Contacting the school

The school can be contacted via the following options;

- speak to the club Manager(s) at drop off / pick up times
- ring the club Manager(s) on [07454 633608](tel:07454633608) between 07:30am and 09:00am for Breakfast Club and 15:00pm and 17:30pm for Buddies Club. You will be able to leave a message outside of these times.
- speak to the Receptionist in the school office
- ring the school office on [01273 291188](tel:01273291188) between 08.00am and 16:00pm. You will be able to leave a message outside of these times.