

Rise and Shine, Early Birds and High 5 Club



Aims

- To offer a safe, secure and nurturing environment in which children can enjoy their right to a healthy nutritious breakfast under supervision of qualified staff. Allowing them a calm, consistent start to the day (Article 24 of the UNCRC).
- In accordance with the school's healthy eating ethos to provide a nutritious breakfast or snack afterschool served in a relaxed and supervised environment.
- To enhance the community spirit embraced by Duckmanton Primary School, support families, and contribute towards the extended school role, for all pupils enabling them to achieve their right to relax and play.

Opening Times

All clubs will open every day, term time only.

Rise and Shine Breakfast Club

Times: 8.20am to 8.45am

Year groups: Available for children in Reception to Y6. **This club is by invite only.**

Cost: This club is free of charge and is sponsored by Smurfit Westrock.

Information:

The aim of the club is to support children to make a smooth transition into school each day.

The children will be offered a range of activities, healthy food and drinks.

If you feel that you child may benefit from attending, please speak with the learning mentors.

Children will be selected based on need or referral from staff or parental request. Children will be invited to attend for a select period of time, as decided by school.

Children in reception to Y4 must be brought directly to the hall door by an adult (16+) and signed in to the club.

Children in Y5 to Y6 can attend unaccompanied, if allowed by their parents. They should not be on the school site before 8.15am.

The school will not take any responsibility for their safety prior to attendance at the club.

The children will be encouraged to eat breakfast, but this is not compulsory.

Early Birds Breakfast Club

Times: 7.45am to 8.45am

Year groups: Available for children in Nursery (N2) to Y6.

Cost: £2 per child, per day. Debts must be cleared by the end of each week.

Information:

Breakfast comprising cereal, toast, fruit and juice will be available from 7.45am until 8.30am. The children will have chance to play with a range of toys and activities during the session.

The children will be encouraged to eat breakfast, but this is not compulsory.



High 5 After School Club

Sessions: 3.15 until 5pm (session 1), 5pm until 6pm (session 2), 4.15 – 5pm (after co-curricular club add on)

Year groups: Available for children in Nursery (N2) to Y6 (Not NEST)

Cost: Session 1 will be charged at £3. Session 2 will be charged at £2 per child. After co-curricular club add on will be charged at £1.

Parents will be charged a £2 late fee if regular late collection occurs.

Booking: Booking must be made by 3pm at the latest.

Payment: Payment should be made through ParentPay before 3pm on the day. Payment will only be accepted through ParentPay.

We encourage bookings to not be cancelled, as we have to staff the club according to the number of children attending. Cancelled bookings can cost the school money.

On the rare occasion that, due to an unforeseen situation, a parent is unable to book his/her child onto the club before 3pm, the parent must ring the school office to book the child's place. Payment must be made immediately after the booking. If a parent starts to regularly abuse this goodwill, attendance at the club will be stopped.

Debt: Debt is not permitted. Payment must be made at the time of booking.

Information:

High 5 club children will be offered a variety of snacks i.e. sandwich, bagel etc and a drink of juice. Table top activities will be provided and on warmer days the children will be supervised outside.

Staff

Key Members of Staff

Mrs D Parnham	Teaching and Learning Assistant	Mrs J Bonnar	Teaching and Learning Assistant
Mrs B Crichton	Play worker/ TA	Miss L Peachey	Play Worker

All staff are already employed by the school in other roles and are therefore DBS checked and have received appropriate training. The ratio of staff to children is in line with Government recommendations. The senior members of staff will keep a list of all members of the Breakfast Clubs and High 5 club and a register of attendance will be taken daily.

The Role of the Headteacher

The Headteacher is ultimately responsible, though the Deputy Headteacher may act on their behalf.

It is not expected that a member of the Senior Management Team is on site whilst the club is in operation, though usually this is the case.

Fees and Payment

Please see the details above for charges. All debts must be paid in cash by the end of each week. Children will be refused admission if debts are not cleared.

Booking

All bookings should be placed through the school office or directly with the club staff at drop off or collection.

Policies and Procedures

School Policies relevant to the Breakfast Club/High 5 club include Equal Opportunities, Health and Safety, and Food.

Complaints Procedure

In line with school policy please inform Mrs Parnham of any concerns, in the first instance.

Guidelines for Parents/Carers/Children

Payment should be made on the day or in advance. If you have a problem paying the fees or your circumstances change, please talk to the senior member of staff. All matters will be dealt with as quickly as possible and with discretion. In the unlikely event of us having difficulty with your child's behaviour we will contact you. If your child does not follow the rules of the club, then after consultation with you and due warning, the child's place will be forfeited.

Guidelines for Children, written specifically for the pupils attending

- We need to have rules at Breakfast Club/High 5 Club to keep everyone safe, healthy and happy. We will expect you to follow the School Rules of 3 'Rs':-
 - Respect
 - Respond
 - Remember
- **Do not** leave the Breakfast Club room once signed in unless an adult gives you permission.
- Any problems need to be reported immediately, please tell an adult who will be happy to help.

Behaviour

The Breakfast Club/High 5 club is subject to the same policies, procedures and expectations that apply to the school as demonstrated through the school's Behaviour Policy.

The following additional points should be noted however:

- The school behaviour policy and procedures will be applied in the same way as elsewhere in school.
- Red cards / Red alerts will be logged on RM integris.
- 2 red cards = parents contacted. Warning issued that if improvements to behaviour are not made, the child will be removed from club for a set period of time
- 3 red cards = parents contacted. Child to be removed from club for a set period of time.
- Further red cards = consideration of removal from club for a term.
- Consideration will be made to the length of time between red cards.

Dietary Requirements

Staff must make themselves aware of any pupils with special dietary requirements including allergies. These are displayed clearly in the kitchen. Future dietary requirements will be addressed as they arise through the school's procedures for dealing with medical requirements.

Staff Absence

Staff must inform SLT of any absence so cover can be arranged.

Safeguarding

Breakfast Club/High 5 Club is subject to all the same regulations, processes and procedures as described in the school's Safeguarding Policy and in all associated health and safety, employment, and child protection policies.

Staff to child ratios reflect those detailed in the Early Years Framework for children in Nursery and Reception.

Nursery – 1:8

Reception – 1:30

Staff are paediatric first aid trained.

The Breakfast Club/High 5 Club is also subject to all relevant Risk Assessments.

A member of staff will collect all of the children registered for High 5 Club 5 at 3.10pm and supervise them to the community room.

It is essential that parents contact the school office by 2.30pm to request a place at High 5 Club.