



St Joseph's RC Middle School

Breakfast and After School Clubs Policy

INTRODUCTION – Supervised Activities and Clubs

St Joseph's is committed to offering quality out of school activities that are varied and comprehensive and take place before and after school. A list of activities with days and times is made available to all parents each term.

ARRIVALS AND DEPARTURES

The safe arrival and departure of the children in our care is paramount.

Staff will ensure that an accurate record is kept of all the children in the Clubs, and that any arrivals or departures are recorded in the registers. The registers are kept in an accessible location on the premises at all times. In addition regular headcounts are carried out during the session. All children will be expected to stay until the end of the club they are attending.

BREAKFAST CLUB

Breakfast club costs £1.00 each day and there is no need to book.

Breakfast club opens at 7:45am until 8.30am. Entry is through the main school doors.

Pupils must sign in the pupil 'Sign in book placed in the reception area.

Pupils will be provided with a choice of breakfast provided by the staff.

At 8:30am children will collect their belongings and be ready to go to registration.

AFTER SCHOOL CLUBS

Parents will be asked to book a club for a term in the first week of each term for their child.

For safeguarding reasons, if your child will not be attending a session for any reason, a parent must inform the school office via telephone call or a signed note in their child's planner. Verbal notification from a pupil is not acceptable.

The club leader will be issued with a copy of the register before the club and will be aware of which children are due to attend that evening.

Children will meet at the designated area for that Club where a member of staff will register them.

If a child is booked into the Club but does not attend registration, we will check whether the child was present at school that day or if a message has been left. If the whereabouts of the child is not known, staff will immediately inform the designated contact at the school and take the following steps:

- All staff on the school premises will conduct a thorough search of the premises and surrounding areas.
- Contacts listed on the registration form will be contacted.
- Police may be notified.

Staff will ensure that parents/carers sign children out before they leave, including the time of collection.

Children can only be collected by an adult who has been authorised to collect them on their registration form.

Parents/carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child. Staff will contact the main parent/carer for confirmation if they have concerns regarding departures.

Children **will not** be allowed to leave on their own unless it is written on their registration form or requested in writing by the parent and dated.

All children will leave a Club through the main school doors where a signing out register will be kept.

Under no circumstances will children be allowed to wait outside the school unsupervised before collection by parents or sent home with an authorised adult.

CANCELLATION

The school will give at least 24 hours notice of the cancellation of a Club unless it is due to unforeseen circumstances e.g adverse weather. In this event a member of staff will endeavour to contact individuals by telephone.

SAFEGUARDING

The Breakfast and After school clubs follow the school's Safeguarding Policy, a copy of which is on the website.

Access to the school is through the main entrance only.

Parents should not go past the reception doors when dropping children off or collecting them without the express permission of staff.