

Breakfast and After School Club Policy.



Policy Document Status			
Date of Policy Creation	January 2025	Chair of Governors	Gill Stubbs
Adoption of policy by Governing Board	12 February 2025	Executive Headteacher	Jenny Gascoigne
Inception of new Policy	12 February 2025	Governor/Staff Member Responsibility	Sara Griffiths
Date of policy review	February 2027	Day Care Manager	Shelley Thursfield

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Introduction

Our Breakfast Clubs at both settings and the After School Club at Oakengates Nursery is managed by the federation. It exists to provide high quality extended provision for our families.

It offers a diverse range of engaging and imaginative activities in a safe setting.

- ✓ To create a warm, secure, and supportive environment for children before and after the school day.
- ✓ To provide a variety of exciting and enriching play experiences that foster friendships and strengthen the school community.
- ✓ To ensure children receive nutritious food at the beginning and end of the day in a calm and welcoming atmosphere.
- ✓ To continue building strong, positive relationships with parents.

Admissions

- ✓ Places are allocated to children that attend both Wrockwardine Wood Infant School & Nursery and Oakengates Nursery school.
- ✓ At Wrockwardine Wood Infant School Breakfast Club booking forms are completed each half term. Forms can be found on our [school website](#).
- ✓ At Oakengates nursery School, places are requested on the initial application form available on the [nursery website](#).
- ✓ Staffing arrangements meet the needs of all children and ensure their safety.
- ✓ The correct ratio of child to adults will be maintained linked to children's ages.
- ✓ Children's attendance will be recorded in a register.
- ✓ Bookings and payments must be made in advance of the sessions being taken.
- ✓ Refunds for bookings will only be made in exceptional circumstances.
- ✓ Parents must keep a child's registration details up to date by emailing:
 - A2116@taw.org.uk or telephoning the school office on **01952 387860**. (*Wrockwardine Wood Infant School and Nursery*)
 - oakengates.nursery@taw.org.uk or telephoning the nursery office on **01952 387 910**

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Child Protection & Safeguarding

The federation has several safeguarding policies and practices that the Governing Board employ to keep children safe and promote their well-being, some of these are explained in more detail below.

All staff will receive annual child protection training and receive regular updates via whole staff training. A Designated Safeguarding Lead (DSL) for child protection will be always contactable when breakfast club is open. The role of the DSL is to protect children who are suffering or likely to suffer significant harm.

A Designated Safeguarding Lead (DSL) for child protection will be always contactable when breakfast and after school club is open.

The role of the DSL is to protect children who are suffering or likely to suffer significant harm.

More information about can be found in our [Child Protection & Safeguarding Policy](#).

Health & Safety

An external audit of Health and Safety is carried out annually by Telford & Wrekin. Policies and procedures are checked to ensure statutory compliance with all current health and safety legislation. While its **purpose** is to ensure compliance, it also assesses how well we're following processes and our overall performance. More information about can be found in our [Health & Safety policy](#).

Risk Assessment

A formal risk assessment is in place which is accessible for parents on the school/Nursery website. Staff will also carry out dynamic risk assessments to ensure equipment and the environment is safe each day for the children.

Medication

The federation has a policy for children who have medical needs or require medication. This policy will be followed during Breakfast and After School Club. Children will be required to have their asthma inhalers and any other urgent medication in school/nursery. Parents will need to complete the necessary forms to administer medication. The policy for [Supporting Children with Medical Conditions and the Administration of Medicine](#) is available on the school/nursery website.

Paediatric First Aid

A paediatric first aider will always be available to administer immediate first aid to children who are ill or injured. They are qualified to make appropriate decisions such as when to call an ambulance or refer to other medical professionals.

Fire Procedures

An external annual fire safety audit is completed by Telford & Wrekin Council. The building, fire safety equipment and procedures are checked for compliance against statutory fire safety regulations. Fire evacuation routes are displayed, and staff and children will practise a fire drill each term.

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Behaviour

Children are expected to behave in the same manner as they do in school/nursery. The school's relationship and behaviour policy will be followed by staff. Children will be expected to follow our expectations which are listed below:

- ✓ We are kind
- ✓ We are honest
- ✓ We work hard



The school's [Relationships and Behaviour Policy](#) is available on the school/nursery website.

Security

The clubs are committed to provide a safe and secure environment. Staff will adhere to the following guidelines:

- ✓ No child will be left unsupervised at any time.
- ✓ Statutory staff to child ratios for early years (children younger than reception age) will be maintained during extended provision of 1:8 children for age 3+, 1:4/5 for age 2+ and 1:3 for babies
- ✓ School age children up to eight-year-olds should have a 1:8 ratio
- ✓ Visitors to the club will not be left unsupervised at any time.
- ✓ Entrance to the club will be monitored to always ensure security.
- ✓ Children will be signed in and out of the club.
- ✓ Parental/carer consent will be sought for the use of videos and photographs for promotional usage.

Equality Policy

All children who attend our breakfast clubs or After school club will be treated equally. The federations [Equality Policy](#) will be always followed. The policy is available on our school/nursery website. Any prejudice related incidents will be recorded and reported to Telford & Wrekin.

Computing & Online Safety

If children use laptops or other electronic devices the schools [Computing](#) and [Online Safety policy](#) will be followed. Please see the school website for more information about these policies.

How do our breakfast clubs operate?

- ✓ Breakfast club at runs Monday to Friday term time only.
- ✓ Oakengates Nursery also run a holiday club which include breakfast club for our full year children.

The opening and closing times are as follows:

Wrockwardine Wood Infant School	7.30am-8.40am
Oakengates Nursery School	7.30am-8.45am

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Wrockwardine Wood Infant School

- ✓ Children will enter breakfast club via the hall door which are situated close to the main reception entrance.
- ✓ Parents must ensure a child is marked in to ensure staff are aware that a child has arrived.
- ✓ Children are adequately supervised and are always within sight and hearing of a member of staff during play and when eating.
- ✓ Cereal, toast and fruit is served daily.
- ✓ Fresh water is available throughout the session.
- ✓ Once breakfast club has finished, children will be taken to their classrooms.
- ✓ There is an emphasis is on play and physical activities rather than educational activities.
- ✓ Activities may include board games, arts and crafts music, games, dance, and sports.

Oakengates Nursery School

- ✓ Parents are to press the intercom at the front entrance to inform staff they have arrived.
- ✓ An adult will come and greet the child at the front entrance.
- ✓ Children are marked on the digital register 'iconnect.'
- ✓ Breakfast is served in the baby room for 0–2-year-olds and the Main nursery space for 2–4-year-olds.
- ✓ Children are adequately supervised and are always within sight and hearing of a member of staff during play and when eating.
- ✓ Fresh water/milk is available throughout the session.
- ✓ Food consumed is communicated with parents/carers through the iconnect/parentzone app.
- ✓ Once breakfast club has finished, they are collected by their key person for the start of the nursery session.
- ✓ There is an emphasis is on play and physical activities, activities may include games, arts and crafts music, games and dance.

How our After School club operates at Oakengates Nursery School?

- ✓ After School Club runs Monday to Friday term time for our term time children.
- ✓ Oakengates Nursery also run a holiday club which include After School Club for our full year children.

Oakengates Nursery School	3:30pm-6:00pm
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The After-school club is designed to provide a secure, fun, and structured environment, ensuring children's wellbeing and engagement outside of regular nursery hours.

- ✓ Children in the toddler and preschool room are taken to afterschool club by their key person, the club may run in the main preschool room or the toddler room depending on numbers and the activities planned for.
- ✓ This provision for babies takes place in the baby room.
- ✓ Activities may include arts and crafts, music, games, and dance and are linked to exciting themes, celebrations as well as incorporating children's interests and ideas.
- ✓ Children are adequately supervised and are always within sight and hearing of a member of staff during play and when eating.
- ✓ We continue to adhere to the statutory staff to child ratios as stated in the Statutory Framework for the EYFS.
- ✓ High Tea is served at 4:00pm. The menu for Tea is available on the [nursery website](#) page.

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- ✓ Fresh water is available throughout the session.
- Food consumed is communicated with parents/carers through the iconnect/parentzone app.
- Parents must notify staff via the intercom upon arrival for collection.
- An adult will bring the child to their parent/carer at the main entrance and feedback.

Resources

Staff will check resources regularly to ensure they are of a high standard, safe, appropriate and of a high quality for children to use.

Booking and Fees

To secure a child's place parents must complete a booking form and pay for sessions in advance. All booking forms must be emailed to the admin team via:

A2116@taw.org.uk

Oakengates.admin@taw.org.uk

Children will not be allowed to attend breakfast club sessions unless they have been booked and paid for in advance. Consideration will be given to parents in receipt of pupil premium.

Refunds for bookings will only be made in exceptional circumstances.

Please refer to our charges and remissions policy on the school website for more details.