

# **Upton Westlea Primary and Nursery School**

## **Breakfast Club & After School Club Handbook**



Approved by the staff: September 2025

Signed: K Carruthers

N Ramsay

Approved by the governors: September 2025

Signed:

Review date: September 2026

## **About the Club**

Our club is located in the school hall and is accessed via the main front door. The morning club is open from 7.45am and the after school club until 6.00pm (Mon-Thurs) 5.00p.m. (Fridays) during term time.

The club provides high quality, affordable, accessible childcare for all. We endeavor to meet the individual needs of all our children who attend our club with a team of staff who are hardworking, caring and enthusiastic.

## **Staffing**

Breakfast Club and After School Club Manager - Miss N Ramsay

Staff: Mrs S Gittins  
Miss H Palmer  
Mrs C Johnson

Bursar: Mrs S Dawson

All of our staff have significant experience of working with children and undertake professional development training.

All members of staff have enhanced DBS checks.

## **Aims and Objectives**

Our aim is to promote a smooth transition between school and club.

In addition we aim to .....

Help children by:-

- Providing a safe and stimulating environment for the children
- Providing stability and continuity for children who may have been to a variety of childminders and clubs
- Providing play and recreational activities that reflect the interests of the children in our care
- Enhancing the social, cultural and physical development of all children
- Encouraging positive attitudes towards behaviour
- Encouraging and supporting children in hobbies which may last a lifetime
- Creating independence and co-operation
- Giving children a sense of belonging to a club where they will be involved in decision making

**Help parents by:**

- Supporting those who wish to work, re-train or return to education
- Parental involvement with school and club
- Being convenient and flexible
- Giving peace of mind

**The staff will:**

- Be sensitive to children's needs and will encourage the child's development without controlling or pressurizing
- Work within an equal opportunity framework to develop positive attitudes to equality

**Timings**

Morning sessions: 7.45am until 8.35am (breakfast included)

Afternoon sessions: 3.00pm until 4.30pm

3.00pm until 6.00pm (including a healthy snack) - Mon - Thurs

3.00pm until 5.00pm (including a healthy snack) - Fridays

**Charges**

Mornings: £5.50

Afternoon Sessions: £6.00 until 4.30pm

£13.00 until 6.00pm

(£11.00 if attending a free after school club or booster group)

If you are late collecting your child you will be charged £6.00 per 10 minutes to cover the cost of the staff that are legally required to supervise your child. The late fee will be added to your account.

Fees are to be paid in advance through your on-line Parent Pay (Scopay) account.

Service personnel must pay within five days of the date shown on their invoices.

School reserve the right to remove a child's place if payment is not received.

**Snack**

Recognising the importance of healthy nutrition we provide snacks that include fresh fruit and vegetables. We use fresh ingredients and follow statutory guidelines.

[www.gov.uk/government/publications/standards-for-schools-in-food-in-England](http://www.gov.uk/government/publications/standards-for-schools-in-food-in-England)

<b>Breakfast</b>	Cereal and milk
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	Toast, milk and water
<b>Afternoon Snack</b>	A variety of healthy snacks including pasta, sandwiches, pizza served with fresh fruit and vegetables. Fresh drinking water is available at all times

We meet individual dietary requirements and parental preference wherever possible. We will provide independence by encouraging children to prepare their own snacks and clear away after themselves.

Special celebration days encourage children to try new foods e.g. Chinese New Year.

The majority of food will be prepared in the school kitchen which is regularly inspected by 'Health & Hygiene'. Staff who prepare food or who come into contact with food have a Food Hygiene qualification and will participate in the Food Allergy On-line training.

### **Safeguarding**

We are committed to building a "culture of safety" in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national Safeguarding procedures and ensure that all staff are appropriately trained. (See school Safeguarding Policy).

After School Club finishes promptly at 6.00pm. If a child is not collected by the end of the session and no message has been received the ASC Manager will telephone the emergency contact numbers and request that the child is collected. If no one can be contacted then the ASC Manager will wait with the child for up to 30 minutes. If no message has been received after 30 minutes then Social Services will be contacted for advice.

In all instances if you are late collecting your child you will be charged £6.00 per 10 minutes.

### **Equal Opportunities**

Our club provides a safe and caring environment free from discrimination for everyone in our community including children with additional needs.

We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.

We will challenge inappropriate attitudes and practices.

We will not tolerate any form of racial harassment.

## **Behaviour**

We follow the schools Behaviour and Anti-Bullying Policies.

Our rules are: Be Safe  
Be Ready  
Be Respectful

The club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behavior and have procedures to deal with unacceptable behavior (see policies).

If behavior poses an immediate danger to themselves or others (staff and pupils) parents will be required to pick their child up from club immediately.

## **Children with Additional Needs**

We make every effort to accommodate and welcome any child with additional needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavor to accommodate all children of all abilities, whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

## **Illness**

We are unable to facilitate the care of a child who becomes unwell whilst at Club. If your child becomes ill whilst at the Club we will contact you and ask you to make arrangements for them to be collected.

Please inform the Manager of any infections your child contracts. If your child has had sickness or diarrhoea please do not send them to the Club for 48 hours after the illness has ceased.

## **Accidents and First Aid**

Every precaution is taken to ensure the safety of the children at all times. A first aid kit is kept within the Club and administered by a qualified pediatric first aider. If your child has an accident whilst in our care, we will inform you either on collection or sooner if required. Miss N Ramsay is a qualified first aider. All accidents will be recorded in the Accident Book.

## **Medication**

Please let the Manager know if your child is taking prescribed medication. If your child needs to take medicine whilst at the Club you will need to complete a Permission to administer medication form in advance.

Medicines for pupils with chronic illness e.g. asthma will be administered by the Manager after completion of a disclaimer form by the parent/carer. Emergency inhalers are kept within school.

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to Miss Ramsay or any member of staff. A full copy of our complaints Policy is available on the school website.

## **Useful Information**

School Office Number: 01244 667880 (8.30am - 3.30pm)

Club Mobile Number: 07842443072

School Website: [www.uptonwestleapprimary.co.uk](http://www.uptonwestleapprimary.co.uk)

OFSTED Registration Number: 111100

If you require our official title for OFSTED registration, voucher provider and tax free childcare purposes please contact the school office.