



## Breakfast and After School Club Policy

Version number:	V4
Date adopted by Local Governing Body:	May 23
Scheduled review date:	May 24
Statutory or Best Practice policy:	Best Practice
Appendices:	No
School or Trust policy:	School

**Meeting your communication needs:**

We want to ensure that your needs are met. If you would like this information in any other format, please contact us on 01326 573187 or email [wendron@kernowlearning.co.uk](mailto:wendron@kernowlearning.co.uk)

**Breakfast Club supervisor:** Mrs Sanderson

**After-school Club supervisors:** Mrs Sanderson and Mrs Pascoe

**Contact:** 01326 573187 (School Office)

*The school's extended 'wraparound care' provision is open to all children currently on roll at Wendron School.*

*It will operate within the premises/grounds of Wendron School and will provide extended provision for children between 3.15 and 5.00 on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays during term times (excluding INSET Days)*

### **Fees and Payment:**

Breakfast Club - £3.00\* per child per session (including breakfast and drink)

After-school Club - £4.00\* per child per session (including a snack and drink) up to 4.15pm then £3.00\* from 4.15pm to 5.00pm

\*Children in receipt of Pupil Premium will receive a 25% subsidy.

Parents will be billed monthly and will need to make payment using ParentPay.

The staff employed to deliver the extended wraparound care provision at Wendron School are directly employed by the school. They have appropriate enhanced DBS clearance, relevant experience and training for the roles undertaken, and will be subject to the same procedures and policies as all other Wendron School staff.

Health & Safety Policy – appropriate risk assessments are completed for the activities undertaken and staff will adhere to the relevant school protocols and procedures to ensure the health, safety and well-being of all of the children. |

First Aid Policy – there will be a qualified paediatric first aider at hand during each Breakfast Club and After School Club session. The staff will follow the school's procedures for managing any emergency.

Child Protection & Safeguarding Policy – the staff supervising the extended wraparound care provision have a duty to record and report any concerns regarding a child's welfare. They will have appropriate training to ensure issues are identified and managed in accordance with school policy.

Use of Photographic Images Policy – the children's images will only be used in accordance with the wishes of the child's parent/carer and the club supervisors will adhere to the same safeguarding guidance in the relevant school policies.

Confidentiality Policy – personal information will be stored securely and only shared in accordance with the policy adopted by the school.

Complaints Policy – the staff employed to offer the extended wraparound care provision at the school are expected to reflect the shared school ethos and values.

**Compliments, concerns or complaints should be addressed to:** Mr Matt Oakley – Headteacher

See Wendron School’s Complaints Policy – available from the school office or to download from the school website.

### Review

When monitoring this policy, the Governing Board will:

- seek the views of parents, to be sure that they agree with the policy, and support it;
- consider with the Headteacher, any requests from parents for individual children to have special dispensations;
- require the Headteacher to report to the Governors on the way in which the policy is being implemented.