



Charlton-on-Otmoor Breakfast Club and CAST Policy

Approved by:	Nadia Gosling	Date: December 2023
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Introduction

Charlton-on-Otmoor's Breakfast Club and CAST are operated by the school and aim to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

Our core aims are to provide an affordable, childcare facility and to provide a welcoming, safe and secure environment for pupils to have Wraparound Care before and after school hours.

The sessions run from 7.50am – 8.45am Monday to Friday for Breakfast Club and from 3.15pm - 5.30pm Monday to Thursday for CAST during term time. Current costs for each session can be obtained from the school office. A copy of this policy is provided to all parents of children attending either the morning or afternoon sessions and is also available on the school website. All parents must complete a registration form before a child can attend and must sign an agreement to adhere to the terms of this policy. All places are subject to availability and offered on a first come first served basis.

Online Bookings

Once registration forms have been completed, bookings can be made on Arbor. Parents should book sessions by 12pm on the Friday for sessions for the next week. This is to ensure staff ratios are correct and so that provisions are made to ensure sufficient food is available for the children. Last minute bookings are available, subject to availability, and will incur an administrative fee of £2 per session booked.

Staffing

At least one member of the team will hold a Paediatric First Aid, and Food Hygiene certificate. Staffing can vary due to numbers but there will always be a minimum of two staff on duty to comply with ratio requirements.

Arrival and Departure Breakfast Club Session

Parents/carers are required to bring their child directly to the external hall door. Drop off must not be any earlier than 7.50. Please ring the doorbell to gain attention of the staff. Children are registered on entry. Children in Reception will be escorted to their classroom and children from Years 1-6 will be escorted into the main building as the rest of the children enter the school from the playground. Our school office is open from 08.00am for any enquiries. Any information/ handover to the class teacher should take place at this time or shared with the school office.

After School Session

Teachers will hand over children in Reception attending the session directly to the session staff and all other children will meet the staff in the school library where the children will be registered into the session. If you need to change your collection time, please let the office know as soon as possible.

Parents/carers must ensure that any person who may collect their child is listed on the registration form and that all contact numbers held by the school are fully updated.

If you need to get in touch regarding any before/after school issues (collections etc.), please contact the school office on 01865 331239.

Children must be collected promptly at the end of the booked CAST session by either a parent, carer or a person named on your collection permission form. We will not release children to any siblings or children under the age of 16 years. There is a waiting area for parents, carers and authorised adults in the lobby at the main entrance of the hall. Those collecting the child must not enter the hall via the internal door unless invited by a member of the After School Club staff. You will need to wait in the lobby for your child to be brought out by a member of the staff. Parents, carers and authorised adults must sign the collection register before leaving the building.

Behaviour

Whilst attending the sessions children are expected to follow our school values and the Charlton-on-Otmoor School's behaviour expectations set out in the Relationships and Behaviour Policy.

If after consultation with parents and the implementation of a personalised support plan, a child continues to display inappropriate behaviour, the school may not be able to support the child's continued attendance at the breakfast or CAST sessions. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents will be recorded on the school accident forms.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.

Parents of any child who become unwell during breakfast or CAST will be contacted immediately. If a child is sent home during school hours, CAST staff will be informed of their absence by the office staff.

Child Protection/ Safeguarding Children

We take our responsibility of child protection seriously. Any concerns around the welfare of a child will be referred to a school Designated Safeguarding Lead who may speak to parents and carers and/or make any necessary referrals to the local authority. The Headteacher or one of our Designated Safeguarding Leads will be contactable at all times during CAST sessions.

Evacuation Procedures

Standard school evacuation procedures still apply.

Please note the following points:

- Staff will always be aware how many children are in attendance at the session.
- If the alarm sounds they will evacuate by the most direct route to outside.
- Take the register.
- One member of staff will lead and the other will ensure that all children have left prior to exiting the building (consider the toilet).

Emergency closure

If the club is closed at short notice due to very exceptional circumstances i.e. closure due to weather, parents/carers will be informed as soon as possible

Equal opportunities

The provision is committed to equality of opportunity for all recognising all children as individuals with different needs. We shall endeavour to enable all children to interact socially and to have access to a broad and balanced range of activities and we are committed to provide the appropriate support where necessary to ensure integration.

Non-Arrival

Please inform the school office if your child will not be attending a CAST session before 3pm on the day itself, at the latest. If a child does not attend a session, parents will be contacted to ascertain the child's whereabouts.

Uncollected children

If a child has not been collected by 5.30pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance.

Collection

Children can be collected up to 4:15pm or by 5:30pm dependant on your booked session. If collection is made after 4:15pm, you will be charged for the full session. If your child is collected late more than three times in a half term you will be automatically charged full session rate for the whole of the half term. If collection is after 5.30pm an additional late charge of £5:00 for each 15mins you are late will be made. If your child is collected late more than three times in a half term your child's place will be withdrawn. If a parent/carer has a problem collecting on time, contact must be made with the school office 01865 331239.

Fees

Breakfast club and CAST are an additional chargeable service which should be paid when booking online via Arbor.

Fees are broken down into 5 sessions which are:

- Breakfast club with breakfast 07:50- 08.45
- Drop and play 1 – 8:15 – 8:45
- Drop and Play 2 - 8:30 – 8:45
- CAST 15:15 -16:15
- CAST with tea 15:15- 5:30

Partial attendance at a session will incur a charge for the full session.

Due to the costs incurred to employ staff and purchase provisions, we are unable to issue refunds for children who do not use a space that has been booked. **The required notice to cancel a booking is 5 days. Please cancel the session on Arbor where the fee will be credited to the account.**

All payments are non-refundable as provisions are purchased based on the number of places a child is registered for. Refunds/credits will not be given for non-attendance/cancellations unless there are exceptional circumstances, and this decision will be made by the Headteacher. Sessions will not be refunded if a child is ill or absent.

Staff Places

Staff working at school can currently make free use of breakfast and CAST sessions on days when the member of staff is in school.

Pupils in receipt of Pupil Premium funding.

Pupils in receipt of pupil premium funding can book sessions at a reduced rate. Please contact the school if you think you may be eligible for pupil premium funding and to discuss the booking options.

Dietary Needs and Medical Conditions

Medicines can be administered in line with the school policy. Parents/carers will be asked to complete a 'Medicine Administration' form which is available on request. Medicines will not be administered without the correct form being completed. It is the parent/carers responsibility to disclose any special dietary needs or medical conditions. Children are not permitted to bring their own food to the before or after school provision.

Related Whole School Policies:

- Child protection policy
- Equal opportunities policy
- Health and Safety policy
- Relationships and Behaviour policy

FAQs

Can my Nursery child attend breakfast club and CAST?

At this time wrap around care is not open to nursery age children. Children are welcome from Reception upwards.

Will food be provided?

Food will be provided between 8am and 8:15 and 4:30 - 5:30. A snack will also be provided at 3:15.

What notice is needed to book sessions?

Parents should book sessions by 12pm on the Friday for sessions for the next week at the latest.

Last minute bookings are available, subject to availability, and will incur an administrative fee of £2 per session booked.

What notice is needed to cancel sessions?

5 full working days' notice is required to cancel a booking otherwise the session will still be charged.

What if my child is ill; do I still need to pay?

Sessions must still be paid for even if your child is off through illness.