



Policy for Breakfast & After School Club

June 2025

Review – March 2026

At Silverhill, we want everyone to reach their full potential and to ensure that all members of our community are treated fairly in all situations. The Equality Act provides us with a framework to support our commitment to valuing diversity, tackling discrimination, promoting equality and fostering good relationships between people.

1. Policy Statement

This policy outlines the commitment of Silverhill Primary School to provide a safe, nurturing, and enriching environment for children attending the Breakfast and After School Club. Our aim is to support families by offering quality care that complements the school day.

2. Aims

- To provide 'out of school care' for the pupils of all parents.
- To provide a safe, secure and welcoming environment for children in our care.
- To provide a variety of stimulating and exciting play opportunities for children.
- To boost the self-esteem of children by promoting a positive ethos.

3. Parental Involvement

We believe that all parents and staff should work with each other to ensure a happy, relaxed environment where every child can flourish.

We encourage parents and carers to express their views and will value any information shared with staff members.

Communication between staff and parents is vital in building a positive and trusting relationship. Staff will regularly talk to parents/carers about their child's progress and achievements.

It is our policy to contact parents/carers when there is a concern about a child's progress, health or behaviour and in turn we hope, that parents will discuss any concerns they may have.

4. Admissions

- Registrations forms are available on the school website or in person at the school office. Admissions should be made to the Breakfast and After School Manager, via email: afterschoolclub@silverhill.derby.sch.uk.
- Only pupils attending Silverhill Primary School may attend the Club.
- Places are subject to availability based on current risk assessment.
- The registration process must be completed prior to the child's commencement at the Club.
- A full list of contact numbers including daytime, evening, emergency contacts and password details must be provided before a place can be offered.
- All parents will receive a paper copy of this policy and this policy is available to view on the school website.
- We will do our best to accommodate requests, but we do operate a first-come first-served basis, allowing for an adequate and effective number of staffing cover.
- Current costs for each session can be obtained from the school office, school website or on the Breakfast and After School Club Policy.

5. Administration period for Breakfast and After School Club Manager.

The recommended time for administration is 10% (90 minutes) of the Breakfast and After School Club Manager's working time. This will be split over Tuesday and Thursday evenings, and this is when parents may receive a response to emails, bookings, payments and general enquiries if they haven't already done so. This time will enable determining of future pupil numbers and allocation of staff accordingly.

All correspondence to the Club should be sent via email to afterschoolclub@silverhill.derby.sch.uk. The Club will endeavour to respond within 48 hours of receipt during opening hours.

6. Security

The Club is committed to providing a safe and secure environment:

- Staff to child ratios are 1:8 for children in FS2, 1:30 for children in Key Stage 1 and 2 in both Breakfast and After School Clubs.
- All pupils must be supervised by an adult at all times, including moving from the hall to classroom and vice versa. Pupils are able to go to the toilet unattended.
- Parents/Carers are required to bring their child directly to the Club via the main hall doors and register them in. (We do not accept responsibility for children who are dropped off at the gate).
- Children will always be accompanied by staff when moving around the school building or school grounds.
- Access to the Club will be monitored to ensure security at all times.
- Parents are requested to close the side gate on arrival and departure.
- Consent for videos and photographs is provided by parents upon school entry. Photo restrictions are held in the school office. Photographs may be used for promotional materials.

7. Operating Hours

Silverhill Primary School Breakfast and After School Club is open during term time (excluding Inset days).

Breakfast Club: Cost £5.55	Monday – Friday	7.30am – 8.45am (Breakfast served until 8.30am)
After School Club: Cost £9.95	Monday – Friday	3.30pm – 6pm

8. Club Location

Both the Breakfast Club and After School Club operate out of the main school hall. On occasions the Club may need to relocate to the year 5/6 wing, for example when the hall is in use for parent consultations or school discos. On such occasions parents will be informed prior to the relocation via the parent communication system.

9. Routine

9.1 Breakfast club

Doors open at 7.30 am. Parents/carers are required to bring their child to the main hall doors where the staff will register and welcome children into the Club.

Children will take care to hang their coats and bags/belongings on the clothes rails adjacent to the hall door and place their water bottles on the top of the toy cabinets.

When using the year 5/6 classrooms, the children will hang their bags and coats on the coat hangers fitted on the walls and place their water bottles on the table.

Children will wash their hands in the bathrooms in the year 1/2 wing when Breakfast Club is located in the hall, if using the year 5/6 wing they will use the 5/6 wing bathrooms.

After the children have washed their hands, they will be served a healthy breakfast (breakfast served till 8.30 am). Once children have eaten breakfast and tidied away their plates, they are then able to access a variety of pre-planned activities.

At 8.30 am children who are attending pre-planned early morning interventions are signed out of the Club and taken to class by a member of staff.

At 8.35 am the activities are tidied away, (children are encouraged to take responsibility for the environment), followed by activate to motivate session for both pupils and staff.

At 8.45 am all children are signed out of the Club and escorted to class by a member of the Breakfast Club staff where they are handed over to their teacher/teaching assistant.

Parents are not required to inform the Breakfast Club if a child is not attending but must still inform the school office if the child will be absent from the School – see school Absence policy.

9.2 After School Club

If a child is booked into the After-School Club and will not be attending, it is the parents' responsibility to inform the school office or Club directly.

Any children attending extra-curricular activities will be noted on the After School Club register of which club they are attending, once they have finished their activity they will then be registered with the After School Club.

All pupils will be supervised by a member of the After School Club staff from the classroom to the After School Club at the end of the day.

At 3.30 pm Reception children are registered in their class and escorted into the Club where they will be registered onto the After School Register. They will be shown how to take care of their belongings and encouraged to hang their bags and coats on the clothes rails adjacent to the hall door and place their water bottles on the top of the toy cabinets. When using the year 5/6 classrooms, the children will hang their bags and coats on the coat hangers fitted on the walls and place their water bottles on the table.

Children will wash their hands in the bathrooms in the year 1/2 wing when the Club is located in the hall, if using the year 5/6 wing they will use the 5/6 wing bathrooms. Children will then be seated together at the table.

KS1 and KS2 children will be collected in their wing and escorted by a member of the After School Club staff to the Club where they will be registered. Children are served a healthy snack/meal. Once children have eaten and cleared their plates away, they are able to access a variety of activities or play outside (weather permitting).

9.3 Departure

When children are collected from the Club, staff will sign the child out on the register.

- Children will not be released to anyone other than the recognised parent/carer unless prior notice is given. A pre-registered password will be held on file for each child which can be asked for from anyone collecting the

children. If staff are unsure of the person collecting the child, that child will remain at the Club and parents will be contacted.

- Passwords are chosen by the parent and are held on the registration form. **Passwords should not be given to children.**

9.4 **Missing children**

Any child who is on the register and cannot be accounted for is classed as a missing child. In this instance the staff will liaise with teachers and the office to find the child's whereabouts.

Staff will first try to contact all nominated persons on the registration form, if unsuccessful the Police will be contacted on 999.

10. **Safeguarding**

We all have a responsibility to make sure that children are developing and nurtured in a safe and secure environment.

If a child is injured in any way whilst attending Silverhill Extended School Service we will always let you know how it happened. If the injury is serious we will notify you immediately and give or seek the necessary medical treatment. If a child has an existing injury, it is expected that you will tell us about it. It is normal practice to communicate with you and discuss any injuries, especially as most childhood injuries are a normal part of growing up. To avoid confusion, it is important that staff and parents communicate openly and share all relevant information.

There may be occasion when we have concerns about an injury, we see changes in behaviour, or are concerned that a child is being harmed. As part of our responsibility to keep children safe we must report any concerns of this nature to the local Safeguarding Children Board.

- All staff are DBS checked
- All staff complete Keeping Children Safe in Education and Prevent training
- Staff:child Ratio: 1:8 for children in FS2 and 1:30 for children in Key Stage 1 and 2
- Adequate qualified First Aiders are onsite at all times
- Food and Hygiene certificates
- Allergen trained

11. Timetable of Provision

Below is an example weekly timetable of the wide range of play and planned activities available for children who attend the After School Club.

Weekly Overview for After School Club



Regular registers throughout the session to safeguard, particularly after any transitions

	3.40pm	3.40pm - 4.10	4.10 - 5pm	5pm	5pm - 5.50pm	5.50-6pm
Monday	Welcome Register and washing hands	Food and snacks	Activity choice Outdoor Play (weather permitting) or Indoor activity Choices Art and crafts Construction	Register	Indoor activity Choices Art and crafts Construction Jigsaws Board games Just Dance Quiet Zone (Year 6) Dressing up/roleplay	Final tidy up and set up for the morning
Tuesday	Welcome Register and washing hands	Food and snacks	Activity choice Outdoor Play (weather permitting) or Indoor activity Choices Art and crafts Construction	Register	Indoor activity Choices Art and crafts Construction Jigsaws Board games Just Dance Quiet Zone (Year 6) Dressing up/roleplay	Final tidy up and set up for the morning

Wednesday	Welcome Register and washing hands	Food and snacks	Activity choice Outdoor Play (weather permitting) or Indoor activity Choices Art and crafts Construction	Register	Indoor activity Choices Art and crafts Construction Jigsaws Board games Just Dance Quiet Zone (Year 6) Dressing up/roleplay	Final tidy up and set up for the morning
Thursday	Welcome Register and washing hands	Food and snacks	Activity choice Outdoor Play (weather permitting) or Indoor activity Choices Art and crafts Construction	Register	Indoor activity Choices Art and crafts Construction Jigsaws Board games Just Dance Quiet Zone (Year 6) Dressing up/roleplay	Final tidy up and set up for the morning
Friday	Welcome Register and washing hands	Food and snacks	Activity choice Outdoor Play (weather permitting) or Indoor activity Choices Art and crafts Construction	Register	Indoor activity Choices Art and crafts Construction Jigsaws Board games Just Dance Quiet Zone (Year 6) Dressing up/roleplay	Final tidy up and set up for the morning

Below is an example weekly timetable of the wide range of play and planned activities available for children who attend Breakfast Club.

7.30 am	Doors open, children welcomed and registered on arrival. Tables are set up for breakfast alongside selection of construction and art activities to access if they wish.
8.30 am	Intervention children reminded to leave for their intervention
	Just Dance or other physical activity
8.45 am	collect bags and coats and line up ready to be escorted to their classroom

12. Monitoring of Provision

The Breakfast and After School Club Manager will regularly monitor the provision of the Club and update the provision accordingly using provision timetables.

To effectively assess the provision, the Breakfast and After Club will send out a yearly online survey to parents and staff in the spring term.

Pupils' opinion will be gathered termly within the Club by the Breakfast and After School Club Play workers, who will carry out discussions with the children to gather their opinions.

Breakfast and After School Club staff will carry out daily checks on the toys and resources prior to the children accessing activities.

The Breakfast and After School Club Manager will conduct termly performance management and appraisal with each member of the Breakfast and After School Club staff.

All feedback will be reviewed by the Club Manager alongside the School Business Manager and Headteacher, who will make any recommendations where necessary.

13. Behaviour

We are committed to promoting desirable behaviour through a positive approach of behaviour management. This is based upon the philosophy of assertive discipline through the basic structure of rules and consequences.

Through our Behaviour Policy, we encourage children to develop a positive self-image and to be co-operative and helpful. Through our nurturing environment we encourage children to show respect for the feelings, opinions, property of others as well as developing age-appropriate self-discipline and moral integrity.

Adults role model this approach, whilst reinforcing all elements of this Behaviour Policy to create and support a positive ethos in both Breakfast and After School Clubs.

Regular communication between home and school as well as daily feedback to the child regarding behaviour is essential. Whilst attending the Club children are expected to adhere to the following rules:

- We care for everyone and everything and keep our hands, feet and unhelpful comments to ourselves.
- We show good manners to everyone, at all times.
- We use socially acceptable behaviour.

- We respect one another, accepting differences of race, gender, ability, age and religion.
- We ask for help if needed.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Informing parents about individual positive behaviour.

For the most part the children are extremely well behaved and interact well with each other and are polite to the adults in the Club. Occasionally, if inappropriate behaviour takes place, children are involved in a discussion with a known adult and are helped to understand the consequences of inappropriate behaviour. When this occurs the following steps take place.

Consequences of inappropriate behaviour:

- Challenging behaviour will be dealt with in a calm, firm and positive manner.
- The first incident of inappropriate behaviour will result in the child being given time out (age appropriate).
- Recommended time out is one minute per their age. (Recommended by Child Mind Institute)
- Children should be made aware of what behaviour led to timeout.
- Children should be given the opportunity to repair their behaviour when they return from time-out.
- Children will be seated in a quiet area of the room and monitored by an adult.
- Dependent on the child's age, he/she may also be asked to write a letter of apology.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Serious inappropriate behaviour will be recorded onto CPOMs and reported to parents.
- A second serious incident within a half term of inappropriate behaviour will result in parents needing to attend a formal discussion with the After School Club Manager concerning the child's behaviour and the consequential entitlement to a place in the club. In consultation with parents, strategies for dealing with persistent inappropriate behaviour will be formulated.
- A third incident of serious inappropriate behaviour within a half term may result in exclusion from the next session, (fees will be deducted from the account).
- Persistent extreme behaviour may result in a withdrawal place from the Club.

Serious inappropriate behaviour (as defined in the Silverhill Primary School behaviour policy) is:

- Any physical assault such as pushing/biting/hitting/kicking.
- Verbal abuse of a threatening or abusive nature.
- Repeated incidents (bullying).
- Damage to school property.
- Verbal or physical assault towards a member of staff.
- Bullying, discriminatory or prejudiced behaviour, either directly or indirectly, including racist, sexist, disability and homophobic/biphobic/transphobic bullying, use of derogatory language.

Special consideration is given to children with Special Educational Needs.

14. **First Aid**

All First Aid will be attended to in accordance with the school's First Aid Policy.

15. **Medicine**

Written permission is required by parents, with authorisation by the Headteacher, to administer any medicines. All medicines sent into the Club must be handed to a member of staff by an adult, even if it is not to be administered during this time.

16. **Sickness**

If your child is sick and does not attend you will still be charged for the place you have booked.

Absences or messages can be left on the Club's mobile telephone (0754 3417431). More important or urgent messages can be left with the office staff at Silverhill Primary School - telephone 01332 511138 between the hours of 8am and 4.30pm.

17. **Late and uncollected children**

If a child has not been collected by 6pm, parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be called in the second instance. If these contacts are unavailable after approximately 30 minutes, the Police and Social Services will be informed.

If we do receive a response we will make arrangements for you to collect your child. Collections after 6pm incur a late collection fee of £10 per child for every 15 minutes late. The charge will be added to the following month's invoice. Repeated late collections (of more than three times) will mean your child's place will be withdrawn.

18. **Payments**

- Charges are Breakfast Club £5.55 and After School Club £9.95.
- The charge for Breakfast and After School Club will be reviewed annually in March to take into account annual price increases (to be effective from April).
- Invoices are sent from our software system via email at the end of every month with invoice attached.
- Payments accepted via Scopay, cash, cheque (made payable to Derby City Council) or childcare vouchers.
- Salary sacrifice vouchers are accepted. If parents use the Government Salary Sacrifice vouchers, we ask them to email a screen shot of the payment to the After School Club. First payments must provide account reference number, made up of initials/number/TFC (Derby City Council will use this number to search for payments to allocate to the Silverhill Account).
- Monthly charges should be settled by the 7th day of each month. (For example, the invoice for September's childcare bookings will be issued in the first week of September and payment will need to be made by the 7th day of September). Failure to do so would initiate the Debtors policy.
- Parents are liable for payment once bookings have been made.
- We require a one month notice period for cancellations. Cancellations must be in writing.

19. **Administration period for Breakfast and After School Club Manager.**

The recommended time for administration is 10% (90 minutes) of the Breakfast and After School Club Managers working time. This will be split over Tuesday and Thursday evenings, and this is when parents may receive a response to emails,

bookings, payments and general enquiries if they haven't already done so. This time will enable determining of future pupil numbers and allocation of staff accordingly.

All correspondence to the Club should be sent via email to afterschoolclub@silverhill.derby.sch.uk. The Club will endeavour to respond within 48 hours of receipt during opening hours.

20. **School Events**

If your child is asked to attend a school event which means that they cannot attend the Club your account will be reduced accordingly. You will not be charged when closure arises due to circumstances out of our control, such as heating failure etc.

21. **Complaints**

In the event of staff, parents or others having comments, concerns or being dissatisfied with our aims, principles and high standards to which we are committed to provide at our Breakfast and After School Clubs, the following procedure must be adhered to:

- In the first instance, parents should speak to a member of staff who should be responsive to the issues.
- If parents are unhappy with the action taken by members of staff, contact with the club manager should be made.
- Should this action not resolve the issue, complaints may be raised in writing to the Headteacher.
- Following this response, the Governing Body can be informed, and appropriate action will be taken.
- Should parents wish to, Ofsted can be contacted directly on any issues regarding the club Ofsted, Applications, Regulatory and Contact (ARC) Team, Piccadilly Gate, Store Street, Manchester M1 2WD or Email: enquiries@ofsted.gov.uk Phone: 0300 123 1231
- The School's Complaints Policy is available on our website - www.silverhill.co.uk

22. **Data protection**

The School collects and processes data in order to meet its statutory responsibilities for the provision of childcare to children. Some of this data will be shared with the Local Authority and may be shared with other agencies including those that are involved in the health and welfare of school children - Please see the school website for the Privacy Notice and further details - www.silverhill.co.uk

23. **Related whole school policies**

- Safeguarding Policy
- Behaviour Policy
- Complaints Policy
- Debtors Policy
- First Aid Policy
- Assured Safe Catering Policy
- Health and Safety Policy
- Fire Safety Policy
- Privacy Notice

Breakfast & After School Club Policy Agreement

I parent/carer of have read and accept a copy of Silverhill Primary School Breakfast and After School Club Policy and agree to abide by the terms there in.

I accept that I am the 'contracting parent' for the above named child and agree to make payments to Silverhill Primary School Breakfast and After School Club each month when invoiced.

In partnership with the Breakfast and After School Club, I will help and support my child to strive for high standards, develop mutual respect, create a happy and safe environment and achieve their best.

Parent signature _____

Print Name _____

Date _____

Staff signature _____
(on behalf of Silverhill Primary School Breakfast and After School Club).

Print Name _____

Date _____