



St Matthew's Church of England Morning Club Policy

The morning club is organised by St Matthew's Church of England Primary School. It provides activities designed to cater for children attending the school from 8.10am each day until school starts at 8.45am. Healthy snacks are provided, so that children can start the day with healthy food. Children are encouraged to develop independence through making decisions in their choice of food, drink and activity and develop social and interactive skills through their interaction with each other. A number of school policies are referred to within this policy, which also applies to morning club. These policies can be viewed via the school website or a copy can be requested via the school office.

Objectives

- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day
- To provide a range of activities for pupils attending the morning club
- To provide affordable childcare for parents/carers of pupils at the school
- To enable pupils to eat healthy food before school in a friendly, relaxed environment

Organisation

The morning club can cater for up to a maximum of 30 pupils. It is open from 8.10am to 8.45am every school day, but not during weekends and school holidays. It is held in the dining hall and food is prepared in the school hall.

Pupils can arrive anytime between 8.10 and 8.30. Pupils' details, medical conditions, emergency contact numbers are kept in the main office - it is the responsibility of parents/carers to notify the school and the club of any changes to their child's details.

Charging

The charge will be reviewed on an annual basis, prior to the start of the autumn term, to ensure that all costs are covered. Parents/Carers will be notified of changes to the charge at least one month in advance.

The charge covers the cost of food, resources and activities. Fees should be paid at the beginning of each week. In the event of non-payment, a reminder letter will be issued to the parent/carer giving a one week grace period to pay any outstanding amount. If payment is still not received after the notice period, attendance at morning club children will be deregistered from the club and they will not be allowed to attend. The club is partly funded through the school's pupil premium allocation and so we ask that if parents have any difficulties with the fees, that they contact the Headteacher. Some discretion will be afforded families in receipt of free school meals.

Attendance

It is expected that pupils will attend sessions for which they are booked. Refunds will not be given for non-attendance.

Staffing and supervision

Pupils attending morning club are supervised at all times. The ratio of staff to pupils is 1:8. All members of staff are DBS checked. At least one member of staff holds a current first aid certificate and Paediatric first certificate appropriate for EYFS children.

Three members of staff will be on duty, with at least two members of staff in the hall during breakfast club at any given time. Children are given regular opportunity to use the toilet facilities with one member of staff monitoring pupils' absence from the hall.

One member of staff has appropriate qualifications to deliver the Early Years Foundation Stage provision as defined in the EYFS document. This member of staff is the 'key worker' for any pupils from the Reception year group.

Registration

Children must be dropped off at the main entrance by a parent/carer and registered as they enter the hall. In the event of an emergency, the register is taken to ensure that all pupils registered are accounted for.

Food

Food and drink complies with the requirements of **Food in Schools** and constitutes a healthy breakfast. The following choices are available:

- Choice of cereals , such as rice crispies, weetabix, cornflakes
- Toast with margarine or jam
- Fruit juice or water milk shake

Activities

A number of activities are available across the week including art/craft activities, books, IT, games and toys. Pupils may choose which activities they participate in and they can mix with pupils from other age groups.

Behaviour

The school's Behaviour and Anti-Bullying Policy also applies to morning club. Pupils are expected to show good standards of behaviour and consideration towards others. If there are concerns regarding behaviour, parents/carers will be informed. If there are continued concerns regarding the behaviour of a pupil at morning club, they will be asked to find alternative provision. This will be as a last resort, having tried alternative means of managing behaviour.

Safeguarding

The school's Safeguarding and Child Protection Policies also applies to morning club. Staff are diligent in supervising pupils and ensuring their safety during the session. Risk assessments are carried out and reviewed annually, or earlier if necessary.

Staff are vigilant in identifying safeguarding issues, reporting concerns in writing to the 'Named Person' for child protection in school, namely Simone Pringle. Staff attend child protection awareness training at least every three years.

Equality

The school's Equality Policy also applies to morning club. All activities are available to any pupil who wishes to access them, regardless of age, gender, race, religion, special need or disability. Reasonable adjustments will be made to accommodate needs which are already provided for within the school.

Staff absence

Cover for staff absence will be organised to ensure that staffing ratios are maintained. All cover staff come from within the school staff team and are DBS checked.

Fire procedures

Staff and pupils exit the hall via the nearest available exit and assemble in the car park. The register will be checked to ensure that all those registered are accounted for.

First Aid

A qualified first aider is present at all times. If first aid is given it will be recorded in the first aid book and parents/carers will be notified in writing. A call will be made to parents/carers, should the nature of the injury warrant it.

Administering medication

The school's Policy for Administering Medication also applies to morning club. No medication can be given by school staff unless it is prescribed by the child's doctor and their name appears on the label and a medical slip is completed by the child's parent. In the unlikely event of the need to administer medication, the agreement will identify the medicine, dose, time and storage instructions. Any medication should be handed to morning club staff, via the school office, by an adult.

Complaints Procedure

The school's Complaints Procedure also applies to morning club. The policy identifies the process by which informal and formal complaints may be made. Many queries and complaints can be dealt with informally, first, by approaching a member of staff of the morning club. Should the matter remains unresolved, steps in the complaints procedure should be followed.

Policy review- September 2020