

HOBBS HILL WOOD PRIMARY SCHOOL

Breakfast Club and Treetops (After School Club) Policy

Committee	School Improvement
Author	Hobbs Hill Wood Primary School
Approved By Governing Body	27 November 2024
Frequency of Review	4 years
Next review Date	Autumn 2028

Our Vision

Aiming for excellence; creating equal opportunities for each individual to develop academic and life skills so they can make a positive contribution to their community and become lifelong learners.

Our Mission

Inspiring confident and independent learners

Our Values

We believe that children should be able to enjoy the rights and uphold the responsibilities of the school charter.

School Charter

We have the right to:	We have a responsibility to:
Be safe in school and online	Behave in a safe way
Learn	Listen and try our best
Be supported with our learning	Support and help each other
Be happy, play and have fun	Share, be kind, polite and considerate towards others
Be respected and treated fairly	Be helpful and responsible
A clean and purposeful environment	Recycle and keep the class and school environment tidy
Speak and be heard	Listen and respect each other's opinion

Hobbs Hill Wood Primary School operates a breakfast and after school club (Treetops) for children on roll at the school.

Aims of the clubs

- The purpose of the clubs is to provide high quality childcare in a safe, happy and stimulating environment for children from Nursery to year 6.
- Provision is offered between 7.45 - 8.45 am and from 3.15 pm until 6 pm, term time only (excluding INSET days).
- The clubs are fully integrated into the school and all Hobbs Hill Wood Primary School policies and practices also apply to the club, unless otherwise indicated.
- The clubs will offer a range of activities and experiences including but not limited to: outdoor play, art, craft and design activities, board games, storytelling, book and puzzles, construction activities and cooking.
- Breakfast will be provided for children attending the breakfast club and a choice of a hot or cold evening meal with dessert will be offered to the children attending Treetops (after school club).

Location of the clubs

- The clubs operate from the Willow Room and children attending the clubs can benefit from all the facilities the school has to offer.

Staffing of clubs

- The Manager of the clubs, reporting into the School Business Manager, manages the day-to-day operation of the clubs and is supported by a team of Club Assistants. All staff have a job description and are subject to performance appraisal under the school policy and have access to high quality CPD. Staff are subject to Hobbs Hill Wood Primary School policies and practices. All staff have appropriate qualifications or are required to undertake additional accredited training.

Fees / bookings and cancellations

- A charge is made for attendance at the breakfast and Treetops (after school club) and the fee is reviewed annually.
- Bookings and payments are made on Arbor. Bookings can be made half termly in advance. All fees must be paid within 7 days of the child attending the club. Cash and cheques will not be accepted.
- The charge aims to cover clubs' costs including staffing, food, drink and resources. The School Business Manager will report on income and expenditure and review the budget annually.
- Parents / carers may use childcare vouchers to pay for the clubs. The School Office needs to be notified of the voucher scheme so the school can register for payment.
- Parents / carers may book up until 9 am on the day before the session using Arbor. There will be no refund for cancellations.
- Refunds will be at the discretion of the Headteacher if the clubs are closed due to an emergency or if children are unable to attend due to the pandemic.
- Once the maximum number of places has been booked, no further bookings will be available, and the option will disappear from Arbor.
- All parents / carers will receive and sign for a set of terms and conditions applicable to both clubs.

Attendance and safe collection of children

- A copy of all pupils' emergency contact details is held by the Club Manager and held securely. An attendance register is held at the start of each session and kept securely afterwards.
- In normal times, parents / carers are invited to come to the Willow Room to drop off their child/ren for each morning session and collect their child/ren from Treetops (after school club). During the pandemic, parents / carers drop off and collect their child/ren at and from the Key Stage 1 Link door where they are met by a staff member. Staff will ensure they hand over each child. Children may only be collected by a known adult as authorised by the parents/carers on the child's information sheet.

- In the case of an emergency, parents/ carers should leave a message on the emergency mobile phone held by the Club Manager who will check messages should a child not arrive or be collected at the expected time.
- If a child is collected after 6 pm a late collection charge of £30 per hour or part of will be charged to cover additional staffing costs and the Headteacher will be informed.

Emergency closure

- In the event of the school being closed, the clubs will not operate.
- School closure is notified by Arbor. Parents / carers are responsible for ensuring that the school holds up to date contact details.

Safeguarding

- The clubs operate under Hobbs Hill Wood Primary School's safeguarding policy. The Designated Senior Leader (DSL) for child protection is Miss A Sheehan, the Deputy Head. There are three deputy DSLs: Mr R Haynes, Mrs J Forbes and Mr G Bannister.
- All staff undertake level 1 safeguarding training with an annual refresher.
- Mobile phones must be kept out of sight while working and must not be used. Breakfast and Treetops (after school club) staff have access to a mobile phone for emergencies only. Parents / carers may not use mobile phones anywhere inside the school building where children are present.

Risk assessments

- The clubs are subject to all the school risk assessments, where relevant. Separate risk assessments may be conducted, where required.

First aid, illness and medicine

- The school's health and safety policy, which includes first aid arrangements, applies to the clubs. Club staff includes paediatric first aiders.
- A first aid kit is always available, and staff will maintain records according to school policy.
- If a child is taken ill at the club, parents / carers will be informed by telephone immediately.
- Individual pupils' care plans will be made available to club staff and held securely.

Behaviour

- An adapted version of the school's behaviour policy will apply to the clubs. This detailed as Appendix 1 to this policy.

Appendix 1 - Treetops (After School Club) and Breakfast Club Stages of Behaviour Management

	BEHAVIOUR	STAFF RESPONSE	CONSEQUENCES
<p>STAGE 1:</p> <p>First time behaviour</p> <p>Unusual for the child</p>	<ul style="list-style-type: none"> • Affecting other children's play/learning • Not telling the truth • Answering back/talking/not listening • Impolite • Poor listening • Failure to follow instructions • Calling out • Making silly noises • Annoying other children • Pushing in line • Interrupting the playleader when talking to whole class • Inappropriate use of resources • Throwing objects 	<ul style="list-style-type: none"> • Discussion with the child: • Is everything OK? • Do you understand the task? • What should you be doing? • What should you have done? • Can you think of a different way to deal with the problem? • Can you show me how you could have done... better? • Apologies sought and given • Treetops Manager to be informed verbally if dealt with by another adult 	<ul style="list-style-type: none"> • Reminder about appropriate behaviour given to the child • 5 minutes time out to reflect on behaviour before rejoining • Move to a different activity <p>Monitoring</p> <ul style="list-style-type: none"> • Treetops Manager to monitor frequency of behaviour <i>After several repetitions within a certain time period, e.g. 2 incidents in a morning, it changes to STAGE 2 and is recorded.</i>

<p>STAGE 2:</p> <p>Persistent low level behaviours</p> <p>Yellow card</p>	<ul style="list-style-type: none"> • Affecting other children’s play/ learning • Not telling the truth • Answering back/talking/not listening • Impolite • Poor listening • Refusal to follow instructions • Calling out • Making silly noises • Annoying other children • Pushing in line • Interrupting the playleader when talking to whole class • Inappropriate use of resources • Throwing objects to cause harm • Theft • Persistently disruptive • Refusal to do anything • Any challenge to authority • Swearing • Rough/inappropriate play • Racist language 	<ul style="list-style-type: none"> • Discussion with the child: • Is everything OK? • Do you understand the task? • What should you be doing? • What should you have done? • Can you think of a different way to deal with the problem? • Can you show me how you could have done... better? • Use of de-escalation script • Warning with explanation for how to improve • Apologies sought and given • Treetops Manager to be informed verbally if dealt with by another adult 	<ul style="list-style-type: none"> • Separation from the rest of the group • 10 minutes time out to calm down and reflect on behaviour before rejoining. <p>Monitoring</p> <ul style="list-style-type: none"> • Treetops Manager to monitor frequency of behaviour and inform parents at the end of the session
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<p>STAGE 3:</p> <p>Persistent or intentional behaviours</p> <p>Red card</p>	<ul style="list-style-type: none"> • Affecting other children's play/learning • Not telling the truth • Answering back/talking/not listening • Impolite • Poor listening • Deliberate refusal to follow instructions • Calling out • Deliberately creating a disturbance • Interrupting the playleader when talking to whole group • Swearing/inappropriate language • Rough/inappropriate play • Vandalism of property/resources • Throwing objects to cause harm • Harming someone • Theft • Refusal to engage in learning • Racist/offensive language/name calling • Running away from an adult • Repeating yellow card behaviour 	<ul style="list-style-type: none"> • Use of de-escalation script • Warning with explanation for how to improve • Apologies sought and given • Treetops Manager to be informed verbally if dealt with by another adult 	<ul style="list-style-type: none"> • Removal from activity and sat alone with an activity for the rest of the session • KS1 and KS2 Red card issued. Behaviour monitored over two days and behaviour is reported to the HT. • Apology letter/reflective writing to be completed by the child • Treetops Manager to inform parents • Treetops Manager to meet with parents <p>Monitoring</p> <ul style="list-style-type: none"> • Treetops Manager to monitor the frequency of the behaviour and inform the HT at the end of day two.
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<p>STAGE 4:</p> <p>Persistent or intentional behaviours</p> <p>Behaviour diary</p>	<ul style="list-style-type: none"> • Disruption to learning • Physical aggression with intent (including biting, spitting) • Bullying • Deliberate theft of an item/items • Deliberate damage of resources or property • Swearing aggressively at another person • Intimidation • Racism • Leaving room/activity without permission • Offensive name calling • Deliberate refusal to follow instructions/challenge to Treetops Manager authority • Verbal abuse towards staff • Physical abuse towards staff 	<ul style="list-style-type: none"> • Use of de-escalation script • Warning with explanation for how to improve • Apologies sought and given • Treetops Manager to be informed verbally if dealt with by another adult • Treetops Manager to closely supervise child 	<ul style="list-style-type: none"> • Headteacher involvement • Behaviour Diary to be monitored daily by the head or deputy over the course of a week • Pupil to lose proportionate amount of time from their group's outdoor play • Treetops Manager to inform parents that a behaviour diary has been issued • Treetops Manager to meet with parents • <i>Repeated offences = stage 5</i> <p>Monitoring</p> <ul style="list-style-type: none"> • Treetops Manager to monitor the frequency of behaviour and involve headteacher where appropriate • If this behaviour persists then the parents will be requested to attend a meeting in school with the Manager and HT
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<p>STAGE 5:</p> <p>Persistent or intentional behaviours</p> <p>Very serious Behaviour</p> <p>Suspension from Club</p>	<ul style="list-style-type: none"> • Serious and prolonged disruption to play/learning and the safety of others compromised • Fighting and intentional physical harm to other children. • Deliberate refusal to follow instructions/serious challenge to Treetops Manager authority • Verbal abuse towards any member of staff • Physical abuse towards any member of staff • Vandalism • Theft of a valuable item • Persistent bullying • Persistent racism 	<ul style="list-style-type: none"> • Use of de-escalation script • Warning with explanation for how to improve • Apologies sought and given • Treetops Manager to be informed verbally if dealt with by another adult • Treetops Manager to closely supervise child 	<ul style="list-style-type: none"> • Unable to attend next Treetops session <p>Monitoring</p> <ul style="list-style-type: none"> • Treetops Manager to monitor the frequency of behaviour and involve Headteacher where appropriate
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<p>STAGE 6:</p> <p>Persistent or intentional behaviours</p> <p><i>Extremely serious</i></p> <p><i>Behaviour</i></p> <p>Suspension or permanent exclusion</p>	<ul style="list-style-type: none"> • Extreme danger or violence to themselves, pupils, staff and other adults • One off incidents including injury to others, serious threatening behaviour • Persistent incidents over time 	<ul style="list-style-type: none"> • Use of de-escalation script • Warning with explanation for how to improve • Apologies sought and given • Treetops Manager to closely supervise child 	<ul style="list-style-type: none"> • Suspension/permanent exclusion from Treetops After-school Club <p>Monitoring</p> <ul style="list-style-type: none"> • Headteacher to monitor the frequency of behaviour.
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