



# Smiley Club (before and after school provision) Policy

Person responsible: Head teacher  
Ratified by the governing body: Spring 2023  
Date for review: Spring 2026

A handwritten signature in black ink, appearing to read 'Anne-Marie Renshaw', is positioned below the text.

Reverend Anne-Marie Renshaw  
Chair of Governors



Messing Primary School

# Smiley Club Policy

## **Aims**

To provide a childcare facility that meets the needs of parents/carers.

To provide a happy, welcoming, safe and secure place where all children are valued.

To provide children with a nutritious breakfast and/or a nutritious snack and drink at the after school club.

To have strong partnerships with parents/carers.

To provide a range of structured play activities to engage and stimulate the children.

## **Organisation**

The Breakfast Club is open Monday-Friday from 8am – 8:45am.

The After School Club is open Monday-Friday from 3:15pm – 5:30pm Monday to Thursday 3:15 – 5:00 Fridays.

The Clubs are available for all children from Reception to Year 6.

The Clubs are located in the school hall. Parents/carers are asked to call the school mobile and collect your child from the car park gate.

Parents/carers are asked to complete a pupil information form and a booking form. These are available on the school website and from the school office.

## **Breakfast Club**

### **Breakfast & Snacks**

A healthy snack will be provided such as a brioche or cereal.

Parents/carers are responsible for informing the Breakfast Club Leader, Mrs Hart, of any dietary requirements using the booking form. The school also has a record of these. After the children have eaten, they will have the opportunity to get involved in a number of activities. These include:

- Board games
- Exercise activities (inside using the hall or outside)
- Lego or construction games
- Comics or books
- Computer activities
- Craft, drawing, puzzles
- Or, at the request of parents/carers, be heard reading or getting help with homework.

At the end of the session, children will be taken to their respective classrooms by the Breakfast Club Leader, Mrs Hart.

## **After School Club**

Children will be collected from the school foyer at the end of the day and taken to the hall. Following registration, any child attending a separate after-school club activity will join the other children attending the activity. At the end of the activity, they will be brought back to the After School Club.

The children will be offered a light snack and drink. E.g. Toast/Roll/Pasta/ Soup  
Parents/carers are responsible for informing Mrs Hart of any dietary requirements. Typical activities will include:

- Art and craft activities
- Themed activities
- Sports activities and team games using the hall or playground.
- Film night
- Computer activities using the laptops and tablets.
- Cooking (a small fee may be charged in advance for ingredients)
- 'Chill out' area where books and comics will be available
- Lego and construction
- Gardening
- Board games/puzzles/problems solving games
- Help with homework, reading or other learning.

Activities will vary from week to week and may be themed to match current calendar events such as Easter or children's particular interests. They will be involved in planning some of their activities.

### **Personal Possessions**

Please ensure your children's personal belongings are clearly named as this helps to identify lost clothing. The club cannot be held responsible for lost or damaged clothing or possessions. We do not encourage children to bring in their own toys or personal belongings, as we cannot be held responsible for loss or damage. However children may bring in a toy or personal belonging of their choice from home for a school project or show & tell. Please note though that children MAY NOT have mobile phones or devices with a camera facility – if any are brought in then these will be stored safely until school time or parent arrives. This is to safeguard all of us at the setting. Again the club cannot be held responsible for loss or damage of any items brought in.

### **Behaviour**

The Breakfast and After School club encourage the children to respect themselves and others in a relaxed, friendly environment with clear expectations and boundaries. The school's behaviour policy is followed to ensure consistency for the children attending.

### **Booking**

#### **Breakfast/After school club**

Children must be registered with the club by their parents/carers completing a pupil information form/booking form.

We would prefer that you book weekly or termly in advance unless otherwise arranged. However, if this is not possible, it is **essential** that pupils are booked into the Breakfast Club and after school club **with 24 hours notice** for the session required. Booking may be made by telephone/e-mail or in person at the school office. All documents are available from the school office.

Documents may also be downloaded from the school website. All information provided remains confidential.

The club runs until 5.30pm Monday –Thursday and until 5pm Friday. Any parent picking up their child after this time will be charged at a rate of £10 per 15 minutes they are late.

### **Fees and Payment**

Breakfast Club Fees: 8:00 am- 8:45 am £4.35 Monday-Friday

After School Club Fees: 3:15 pm-5:30 pm £10.00 Monday –Thursday  
3.15 pm- 5:00 pm £9.00 Friday

After School Club hour session Fees: 3:15-4:15 £6 Monday-Friday.

Fees can be paid in cash or by cheques. Cheques payable to Messing Primary school.

### **Staffing**

Our staff are DBS checked, paediatric first aid trained and have completed food hygiene training.

#### **Staff**

Sarah Hart – Teaching Assistant.

#### **Administration**

Ursula Gooday – Office Manager.

### **Fire Procedure**

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly way via the closest exit.
- They will congregate in the school playground.
- The club register will be taken outside and all names checked.
- There is a fire practice once per term.

### **Safeguarding and Health and Safety**

- In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast and after school Club, have current DBS clearance. These records are held in the school office.
- Breakfast /after school club staff follow existing school policies and procedures for safeguarding, child protection and the code of conduct.
- Where ICT equipment is used, they also follow the schools e safety policy and procedures.

## Medication

- All medication will be administered following the existing school policy.
- Allergy information should be updated regularly and staff have access to this.
- Medical information is kept in the school office. Allergies and other medical information provided by parents will also be on the registration form.

## Catering

- All paid staff have Food Hygiene Certification.
- All regulations laid down by The Education (Nutritional Standards and Requirements for School Food) (England) (Amendment) Regulations 2011 are adhered to.

## Communication with Parents

- Staff will communicate verbally with parents/carers bringing children, which may involve passing a message to classroom teachers or the school office.
- Written notes to parents are passed on via the child's teacher/school office.

## Contact Information

The direct number for Smiley Club is: **07562252512**

This number is only available from 8.00-8.45am and 3.15-5.30pm (5.00pm on Friday). For enquiries during the school day, please contact **01621 815415**.

## Cancellation

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies. In the event of closure:

- A member of school staff will endeavour to contact individuals by telephone before 7:30 am.
- During Adverse weather conditions school closure will be reported on the Essex County Council Website, Classlist and the school website.

## Sickness

If your child has been ill throughout the school day or there has been an emergency and they cannot attend the booked After School Club Session, credit will be carried over on your child's account. **It is not possible to provide any refunds.** If a child is showing signs of being unwell whilst they are in the After School Club, staff will notify the parent / carer and ask

them to collect their child. If a child needs to be collected early, the full booked session will be charged for. Staff at the club cannot administer any form of medication unless the parent / carer has filled in a medication consent form. These forms are available from the school office and will be held there and not in the After School club.

### **Refunds**

Due to the need to pay and book places in advance so that levels of staffing can be organised and food purchased, we will be unable to offer a refund if a child does not attend. However, if the school cancels the club, payment will be carried forward into the next week.

We look forward to welcoming your child to the Smil😊 Club