



# Newall Green Primary School

*Aiming High To Reach Our Goals*

Firbank Road, Newall Green, Wythenshawe, Manchester, M23 2YH  
 Tel: 0161 437 2872 Fax: 0161 436 2178 www.newallgreen.manchester.sch.uk



## Breakfast and After School Club Policy 2023

Document Control	
Title:	Breakfast and After School Club
Date:	18 <sup>th</sup> October 2023
Supersedes:	Version 3
Amendments:	Updated references to Keeping Children Safe in Education (2022) and Working Together to Safeguard Children (2018).
Related Policies/Guidance:	<ul style="list-style-type: none"> <li>• Child protection and Safeguarding policy</li> <li>• Inclusion policy</li> <li>• Supporting Pupils with Medical Conditions policy</li> <li>• Staff Code of Conduct</li> </ul>
Review:	April 2026 or sooner if required.





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## After-School Club & Breakfast Policy:

Newall Green Primary School provides daily Breakfast and After School Club care for the pupils of the school. We provide care for children between Nursery and year 6.

Through our After School Club we intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups and work together cooperatively.

## Arrivals and Departures:

The safe arrival and departure of the children in our care is paramount. All children who attend Breakfast and After School Club need to have an agreement filled in which clearly states information about that child, details of people authorised to collect or who to contact in an emergency and a password which is needed for collection.

All children need to be booked in through school spider before midnight the day before. In rare situations where you need to book your child in on the day that Breakfast or After School Club is needed, please email [wraparound@newallgreen.manchester.sch.uk](mailto:wraparound@newallgreen.manchester.sch.uk) and confirmation will need to be given before your child can attend Breakfast or After School Club.

Staff will ensure that an accurate record is kept of all children in the Clubs, and that any arrivals or departures are recorded in the registers. The registers are kept online and children will sign in and out of Breakfast and After School Club using our inventory system.

## The times are as follows:

Breakfast Club 7.30am – 8.45am, Monday to Friday.

After-School Club 3.00pm – 5.30pm, Monday to Friday.

Parents will be informed about any closures in advance or, in cases of unforeseen circumstances, at the earliest possible opportunity.





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## Breakfast Club:

To attend Breakfast Club children must be booked in prior to attending using the School Spider website. A daily cost must also be paid using this App.

Breakfast club opens at 7.30am and entry is through the main doors of the Whitehouse Centre.

Upon arrival Parents/Carers must accompany children into school and sign their child in with a member of the Breakfast Club team.

Children will get a choice of hot toast, cereals, fruit, fruit juice or water to begin their day. Parents/Carers are responsible for informing the Staff of any dietary requirements on the child's registration form.

After the children have eaten, they will have the opportunity to get involved in a number of activities.

These include:

- Board games
- Lego or construction games
- Comics or books
- Craft, drawing, puzzles
- Outdoor activities

At 8.40am children will collect their belongings and will be escorted to their classrooms by the staff.

## After-School Club:

Children attending ASC will be escorted by the Class Teacher/TA to ASC for registration in the Whitehouse Centre.

Children can only be collected by an adult who has been authorised to collect them on their registration form (see School Spider) and a password is needed for **all** children upon collection.

Parents/Carers must inform the school in advance if someone who is not listed on the registration form is to collect the child. Staff will contact the main parent/carer for confirmation if they have any concerns regarding departures.

Children will not be allowed to leave alone.







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The Club closes at 5.30pm. There is no facility for an extension to this time.

## Safeguarding and Health and Safety:

The Breakfast and Afterschool club follow the school's Safeguarding Policy, a copy of which is on the website.

In accordance with safeguarding arrangements, all staff involved in the running of the Breakfast and After School Clubs have current Enhanced DBS clearance. Both clubs also have staff who have been trained in Paediatric First Aid.

## Staffing:

Staffing follows a ratio of 1:8 for EYFS and KS1 with a maximum of 32 children in the setting of this age range.

KS2 is staffed at 1:13 giving a maximum of 39 children in this age range.

There is always a member of the Senior Leadership team on site to support in case of emergencies or other incidents until the After-School Club closes at 5.30pm.

## Other Policies:

The Breakfast Club and After School Club follow all other school policies (i.e. Health & Safety Policy, Fire Safety Policy etc).

## Accidents and Illnesses:

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible. Basic first aid will be given by a qualified member of staff and the accident book filled in.

## Medication:

The Clubs follow the school's Supporting children with Medical Conditions in School policy, which includes guidance and procedures on medicines in school and individual health care plans (IHCPS), and Asthma





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policies and procedures.

## Equal Opportunities:

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equalities policy.

## Complaints :

All complaints will follow the school's complaints policy, which can be found on the school website.

## Bookings and Payments:

Parents must complete a registration form before their child/children can attend. These are completed on School Spider.

When you have registered your child with the ASC or Breakfast Club, this reserves a place for your child to attend on the agreed starting date.

If there are no places available your child will be placed on a waiting list. This is operated on rotation basis according to the date the application was received.

Should parents choose to terminate their child's place at ASC please be aware that you will have to re-register should you want them to re-join.

## Payment of fees:

All ASC sessions are to be paid via the School Spider app, the office will provide a log-in. The staff cannot accept cash payments.

Charges are:

Morning sessions - £3.00 per child.

After School sessions - £5.00 per child up until 4.00pm

£8.00 per child up until 5.30pm





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At After School Club, a late collection fee will be charged if children are not collected by 5.30pm. **There will be a charge of £5 for every 15 minutes beyond the collection time.** This will commence from the second time the child is collected late. Parents will receive a letter if they are late collecting their child informing them of the charges. The charges must be paid before the child next attends the club.

If your child has attended for 5 mornings /afternoon sessions without payment, then your child's place will be withdrawn until the balance is cleared.

### Please note that:

- Newall Green Primary School Breakfast/After School Club reserves the right to amend the terms/conditions at any time.
- It is our policy that everyone who attends, works in or visits Newall Green Primary School Breakfast/After School Club has the right to enjoy the service we provide and all who attend our provision are expected to conduct themselves in a manner that is mindful of the presence of children.

