



## After School Clubs & Breakfast Club (Wrap Around Care) Prep School Policy

Ref: **LP-PP-001**

Version: **6.5**

Date: **7<sup>th</sup> November 2023**

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Description: This policy outlines the Prep School's approach to After School Club (Tea-Rex) and Breakfast Club.

### OUR SCHOOL AIMS

- ❖ *To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.*
- ❖ *To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.*
- ❖ *To instil and nurture a strong sense of social responsibility, integrity and environmental awareness so our pupils positively contribute to a sustainable and just society.*
- ❖ *To guide each pupil in the discovery, delight and development of their individual gifts, talents and character.*
- ❖ *To create and sustain an inclusive and contemporary school culture, where diversity, difference and individuality are recognised and celebrated.*
- ❖ *To prioritise physical and emotional wellbeing across every facet of our school community.*

## **1.0 INTRODUCTION**

- 1.1 Lingfield College Prep (the Prep School) is committed to providing a welcoming, safe and secure environment. A happy and caring atmosphere is essential and to promote this all staff are responsible, caring and conscientious.
- 1.2 We believe that the out of school care clubs should be fun, relaxed, and informal. Our wide range of play based activities providing the children with opportunities to participate in sport and physical games (after school club only), relaxation, art and crafts, reading and writing.

## **2.0 STAFFING**

- 2.1 All Lingfield College Prep School staff are suitably qualified for the roles they undertake for the School.
  - The After School Club (TeaRex) is managed daily by Laura Canova (experienced club leader). It is overseen by the Head of the Prep School.



- The extended daycare for Nursery is in its own dedicated room in the Foundation Stage. It runs on Monday- Fridays. It is overseen by the Nursery Manager and managed daily by Tina Hawkes an experienced level 3 practitioner. All other suitably qualified and experienced staff in the Nursery work until 6pm as part of their shift pattern.
- There are lots of other valuable staff who work at the After School Clubs, including some Lingfield College Sixth form assistants, who have all had the school Child Protection Training.
- The Breakfast Club is managed and run by Kate Eakins, an experienced Classroom Assistant and she is supported by various experienced classroom assistants.
- At times there is additional help from Lingfield College Senior School Year 12/13 pupils and pupils gaining work experience for Duke of Edinburgh.

### **3.0 ORGANISATION**

- 3.1 Activity sessions are weather dependent; however there is a generic plan available.
- 3.2 Acceptable staff: child ratios are maintained at all times. (1:4 – Caterpillars, 1:8 – Butterflies, 1:8 Reception – Year 6 children). There are a certain number of staff working so each group is within ratio and also depending on numbers and age range, as well as needs.
- 3.3 Qualification requirements are met, as shown in standard 1.
- 3.4 High quality resources are provided, and children are encouraged to make their own selection of the activities on offer.
- 3.5 The children have free choice of activities either indoors or outdoors and there is provision for relaxation. Open space is provided for physical activities.
- 3.6 Reception children to year 4 are taken to TeaRex. Year 5 and 6 children make their own way there.
- 3.7 Staff register them in and sign them out at the end of the session.
- 3.8 To allow Foundation Stage children to settle into the school environment, we suggest to parents, where possible, to give them half a term before booking them into Breakfast Club and After School Club.
- 3.9 Breakfast club runs from 7.30am-8.30am depending on if everyone has finished eating.
- 3.10 The sessions are split into two age groups: Nursery in one group and Reception-Year 6 in another group (TeaRex).
- 3.11 There are three sessions for the after school club (Tearex):
  - Main Session 3.30pm-5.30pm
  - After Clubs' Session 4.30pm-5.30pm
  - Extended Session 5.30pm-6.30pm. The extended session can only be booked in conjunction with one of the other sessions.
- 3.12 Nursery extended daycare attend from ....



## **4.0 CARE, LEARNING AND PLAY**

### **4.1 Breakfast Club:**

- children are greeted by a member of staff. They are then supervised whilst eating. There are activities and games for them to do after they have finished eating.

### **4.2 After School Clubs:**

- The children have free choice of which activity they would like to carry out including: Art and craft, board games, construction, drawing, scootering and role-play.
- The children can select what they would like to play with outdoors.
- Children from Yr 4 upwards are encouraged to attend Study Club until 5pm.

## **5.0 PHYSICAL ENVIRONMENT**

### **5.1 Breakfast Club:**

- The Breakfast Club is held in the Dining Hall in the Prep School. All food is cooked on the premises.

### **5.2 After School Clubs (Tearex and Nursery Extended Daycare):**

- are held in Orchard Lodge and in a Foundation Stage Classroom, which offer space for different activity areas in secure rooms. There are toilets and hand basins located adjacent to the rooms with facilities for changing nappies and toilet training. Sometimes other rooms are used for specific activities or to separate age groups.
- A relaxation area is set up with soft blankets and cushions, reading books, TV and an Interactive White Board.
- Children have access to a secure playground with a range of different items to play with such as; scooters, bikes, tennis, balls, skipping ropes and balancing boards.
- A mobile phone with a key to the Orchard Lodge cupboard is kept in the Orchard Lodge desk drawer. The phone will be turned on in case of emergencies throughout the duration of the club and also for the parents if they need to contact the After School Clubs.
- The children go to the Dining Room for their tea and may use other rooms when necessary, e.g the Sports Hall or Assembly Hall.

## **6.0 EQUIPMENT**

### **6.1 Breakfast Club**

- The children sit on chairs at tables to have their breakfast. The tables are cleaned with anti-bacterial spray by the kitchen staff.

### **6.2 After School Club:**

- There are tables and chairs for the children to do arts and crafts, writing, and play games at.
- There is a television so the children can relax after they have had their tea. The club's resources are stored in large colourful containers which are brought out into the room each day for the children to access themselves. There is an annual budget to replenish and enhance resources.



- In the playground the children have access to role-play area, bikes and cars, hoops and small balls, books and drawing equipment.
- A phone with outside line is available in Orchard Lodge.
- Potties/changing mat-with baby wipes and nappy sacks are kept in the disabled toilet in Orchard Lodge. There is also a baby changing unit in the disabled toilet near year 1.
- If a child needs to be changed they are taken into the disabled toilet in Orchard Lodge and changed using the changing mat on the floor.
- If a Nursery child needs to be changed while they are in the Nursery or Reception classrooms, there is a children's bathroom in the Nursery area with a nappy changing area – potties, changing mat, wet wipes and nappy sacks.

## **7.0 SAFETY**

### **7.1 Breakfast Club**

- Pupil/staff ratios when supervising and escorting pupils to the Prep School are always observed.
- All pupils are signed in by staff.

### **7.2 After School Clubs**

- The children's health, safety and well-being are paramount at all times.
- There is a first aid kit in Orchard Lodge where the After School Club (TeaRex) is held as well as one in the Foundation Stage.
- Children are watched constantly when out on the playground.
- Children are expected to sit at the table when they are eating their tea.
- Children are encouraged to sit down when they have a drink.
- Staff/pupil ratios are always observed.
- Children's medical/allergies are known.
- Parents give passwords/emergency contacts and phone numbers
- Policies for Failure to Collect, Missing Child, Safeguarding etc. all adhered to.
- All Staff have had regular Child Protection Training.
- Risk Assessments are regularly undertaken.
- Health and Safety Training.
- Staff undertake First Aid and Epipen Training.
- See Booking process in Appendix I.



## **8.0 HEALTH**

- 8.1 There are always a number of staff working at the After School Clubs and Breakfast Club who have had first aid training. The TeaRex Club leader has Emergency First Aid at Work training. The Nursery staff always have someone on duty who has paediatric first aid training. There are also other staff on site at the same time who have had this training.
- 8.2 If children are unwell, parents will be contacted. Staff have records of contact details for parents.

## **9.0 FOOD AND DRINK**

- 9.1 The children sit on chairs at tables to have their breakfast and to have their tea in the After School Clubs. The tables are cleaned with anti-bacterial spray by the kitchen staff.
- 9.2 All food is prepared on-site by qualified kitchen staff who actively ensure it is nutritious and complies with dietary and cultural/religious requirements.
- 9.3 The food is served in the Dining Room by the catering staff. A light tea is provided and a selection of sandwiches for those children who attend clubs.
- 9.4 The children are encouraged to drink as well as eat their food.
- 9.5 The children will be provided with a hot tea at 4.15pm. If a child attends a club and then goes to TeaRex afterwards they will be provided with a packed tea which contains a sandwich of their choice, fruit and crisps. Water is offered throughout the sessions.
- 9.6 The weekly menu for the After School Clubs is located outside the office.
- 9.7 The children have access to their water bottles at all times during the After School Clubs.

## **10.0 EQUAL OPPORTUNITIES**

- 10.1 The out of school care clubs embrace the Lingfield College Equal Opportunities Policy:
- 10.2 Equality of care is provided for all children regardless of race, culture, gender or ability. Throughout the club sessions and activities, all staff interact with the children as individuals in their own right. We are committed to integration of any child with a special need and ensure they have access to the same opportunities and take part in all aspects of the club activities they choose to do.
- 10.3 Positive expectations are made of all the children and anti-discriminatory and anti-bias practice are implemented at all times.
- 10.4 We foster high self-esteem and self-worth amongst the children and place value on all their achievements, providing positive reinforcements and valuing each child's uniqueness, regardless of their gender or ability.

## **11.0 LEARNING DIFFICULTIES AND DISABILITIES (including special educational needs and disabilities)**

- 11.1 We believe that all children have individual needs.



11.2 We aim to identify and support children with any needs requiring special consideration through observation and monitoring and through consultation with the child's teacher/nursery leader and ensure that appropriate support is given.

11.3 Children requiring special consideration include those who:

- Have a physical or sensory need
- Have a general learning difficulty
- Are underachieving or more able
- Have a social or emotional problem
- Suffer with mental health difficulties
- Have a behavioural problem
- Have a first language other than English
- Children in nappies or potty training.

## **12.0 BEHAVIOUR**

- The Prep School has policies to deal with behaviour and bullying and the out of school care clubs operate within their guidelines.
- We reinforce children's positive behaviour and attitudes.
- With explanation we divert and remove children from unacceptable situations.

## **13.0 WORKING IN PARTNERSHIP WITH PARENTS AND CARERS**

- Parents are asked to inform the office of any particular dietary requirements.
- A notice board is in place to share information with the parents and carers. Parents are able to talk to staff at the end of the club session or make appointments to meet with staff if this is not possible.
- For children who are not collected on time there is a charge. We then follow the procedures in the Failure to Collect Policy.

## **14.0 CHILD PROTECTION/SAFEGUARDING**

14.1 Staff in the out of school care clubs share the objective to help keep children safe by working to:

- Provide a safe environment for children.
- Identify children who are at risk of, or likely to suffer significant harm and take appropriate action with the aim of making sure they are kept safe.
- Ensure that the welfare of the child is paramount.

14.2 All staff have responsibility for child protection and safeguarding and for ensuring they are aware of procedures. The procedures are set out in the school's policy. The Designated Safeguarding Leader (DSL) Jacky Shackel should be informed of any concerns but all staff have a responsibility for safeguarding and child protection.



## **15.0 DOCUMENTATION**

15.1 In order to register for After School Clubs, parents complete a form and email it to either Nursery Administrator, Miss Canova or hand in to the office. This can be done on a termly basis or ad hoc. Mrs Kate Eakins manages the Breakfast Club for Years R to 6. To register for Breakfast Club please contact the school office.

- Registers are taken by the club manager for Breakfast Club and by one of the members of staff at TeaRex and Nursery at the start of each respective club.
- Passwords are in place if a different person other than the child's parent or usual carer is collecting them from the after school clubs.
- The staff have copies of the names of the children attending each club session.
- Parents must sign to acknowledge when they have dropped their children off at Breakfast Club and when collecting from TeaRex or Nursery.
- The group leader signs the children out of TeaRex and records the time.

15.2 Administration of the clubs is carried out by the Nursery Admin Assistant, Laura Canova and Kate Eakins.

Last reviewed November 2023

Next review due November 2024



## APPENDIX I

### **BOOKING PROCESS**

At the beginning of the summer term (or in their starter pack) the letters in the Appendix are sent out looking ahead to the next academic year (term). Once parents have completed the forms they can either be posted or emailed to the school office. The forms are then forwarded to the After School Club (Administrator – Ms Laura Canova) or for Nursery to Early Years Admin, where Mrs Clare Wilson, Mrs Hawkes or Mrs Vickery process the applications. After the closing date the requests are gathered together and put on the appropriate spreadsheet.

#### **Waiting List**

If a child has not been successful getting their requested day, parents are informed, and we offer to add them to a waiting list. Once a regular space becomes available the parents are informed, and should a space become available for a particular week again they are asked whether they would like to make use of that day.

#### **Ad-Hoc**

Parents can book on an Ad hoc basis for both clubs, by either contacting the office or completing and handing the form into the office. For TeaRex they can also email Ms Canova directly using the dedicated TeaRex email address. Should there not be a space available for the date requested they will be contacted by Ms Canova via email. Office staff or Ms Canova will advise parents for any bookings for the current week and if a last-minute space becomes available they will contact the parent. Nursery parents can book by contacting the Nursery Administrator. For Nursery and Reception children, parents are required to send an email requesting their desired session to Early Years Admin whereupon Mrs Clare Wilson – the Foundation Stage Administrator and Mrs Tina Hawkes will organise communication to confirm and process the request. We request 24hours notice for any bookings.

For Breakfast Club parents book through the Prep office or for Nursery children can contact early years admin.

#### **Early Collection/Non Attendance**

If for any reason a child is not able to attend either the After School Clubs or Breakfast Club we ask parents to inform the school office by the morning for the After School Clubs or by the night before for Breakfast Club so that the space can be reallocated and the appropriate staff can be made aware not to expect the child. Cancelled ad-hoc bookings will be charged unless 24 hours' notice is given.

Refer to Health and Safety Policy, Child Protection Policy, Failure to Collect Policy, Missing Child Policy, First Aid Policy, Intimate Care Policy and Behaviour Policy.

Please return the completed form to the school office.





**TEAREX AFTER SCHOOL CLUB  
REQUEST FORM FOR REGULAR USE**

If your child is staying for session 2, we assume they will also attend session 1, unless they are at a club.

	<b>Session Time</b>	<b>Regular</b>	<b>Ad hoc</b>
<b>Main Session</b>	3.30 pm - 5.30 pm	£11.20 (includes tea)	£11.20 (includes tea)
<b>Session B</b>	3.30 pm - 6.30 pm	£15.55 (includes tea)	£15.55 (includes tea)
<b>Session C</b>	5.00 pm - 6.30 pm	£9.00	£9.00
<b>*Extended Session</b>	5.30pm – 6.30pm	£4.35	
<b>After Clubs Session</b> (after a club or sporting fixture)	4.30pm – 5.30pm	£6.85	

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Main Session</b>					
<b>Session B</b>					
<b>Session C</b>					
<b>*Extended Session</b>					
<b>After Clubs Session</b>					

Child's Name(s) ..... Class.....

Child's Name(s) ..... Class.....

Dietary Requirements/likes/dislikes

.....  
.....

Sandwich choice (please circle): Ham / Cheese / Tuna / Marmite

Allergies/medical problems

.....  
.....



Comments/Anything else we should know?

.....  
.....

Signed..... Date.....  
Parent/Guardian

Emergency Contact No. ....

**Lingfield College Prep After School Club Password.**

Child's Name ..... Class.....

Password..... Date.....

**Lingfield College Prep Nursery**

Ad Hoc Session Request Form



Autumn Term 2021

Name of Child:	Class
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Dates required	Ongoing Adhoc sessions
	Day/s:
	Date from:                      Date to:

Breakfast	Morning session	Morning session inc. lunch	Core day	Afternoon session	Afternoon session inc. supper	Wrap around care
1	2	3	4	5	6	7
7.30am - 8.30am	8.30am – 11.30am	8.30am - 12.30pm	8.30am – 3.30pm	12.30pm - 3.30pm	3.30pm – 6pm	07.30am – 6:00pm
£7.15	£28.15	£38.95	£55.00	£22.70	£15.20	£77.35
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Amount payable

*Charges will be added to your next term's invoice.*

*EYE funding is not applied to ad Hoc sessions.*

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Registered Office: Lingfield College, Racecourse Road, Lingfield, Surrey RH7 6PH



**DINO'S RECEPTION AFTER SCHOOL CLUB  
REQUEST FORM FOR REGULAR USE**

	<b>Session Time</b>	<b>Regular</b>	<b>Ad hoc</b>
<b>Session A</b>	3.30 pm - 4.30 pm	£6.85 (includes tea)	£6.85 (includes tea)
<b>Session B</b>	3.30 pm - 6 pm	£13.40 (includes tea)	£13.40 (includes tea)
<b>Session C</b>	4.30 pm - 6 pm	£9.00	£9.00

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Session A</b>					
<b>Session B</b>					
<b>Session C</b>					

Child's Name(s) ..... Class.....

Child's Name(s) ..... Class.....

Dietary Requirements/likes/dislikes

.....  
.....

Sandwich choice (please circle): Ham / Cheese / Tuna / Marmite

Allergies/medical problems

.....  
.....

Comments/Anything else we should know?

.....  
.....

Signed..... Date.....

*Parent/Guardian*

Emergency Contact No. ....

**Lingfield College Prep After School Club Password.**

Child's Name ..... Class.....

Password..... Date.....