

St. Mary of the Angels Catholic Primary School  
Breakfast / After School Club Policy 2020/21 (Co- Vid)

Mission Statement

(Amendments in red)

*Recognising and celebrating the presence of Christ in one another*

*At St. Mary of the Angels:*

- *we aim to follow Jesus through the teaching of the Gospels and inspire each other to be Christ-like;*
- *we all work as a big team to encourage everyone to be the best that they can be, at work and at play;*
- *we create a safe, positive, fair environment where all feel respected and valued.*

St Mary of the Angels Breakfast and After School Club is committed to providing a happy, safe, organised, stimulating environment under the umbrella of Our Catholic Mission Statement, where children all feel safe secure and valued.

*We work with children to understand the temporary changes to personal hygiene and social distancing in order to support them to be safe during Corona Virus restrictions 2020.*

The staff ensure the aims above by providing and encouraging a range of activities, including sport, team games, art and craft, ICT cookery and many others. *Currently, due to Co Vid 19 guidance, these are restricted to small group activities and do not include contact sports of any sort. They do include board games and additional sports equipment usage, including badminton, tennis, foam javelin etc.*

Staff work hard to encourage children to express themselves in a positive manner. They ensure that all children feel free to participate, able to make their own decisions and take responsibility for their own actions. *They also encourage respect for others and an understanding, at an age appropriate manner, of the world we live in and the need for change.*

They challenge inappropriate behaviour or language through example, through resources, through discussion and through our mission statement.

At our Breakfast and After School Club we believe in open communication with all our stakeholders. This policy is presented to help ensure that everyone involved understands what we are trying to achieve. *It will be reviewed and updated annually. The current update is to accommodate the unprecedented changes we face, currently.*

## **Capacity:**

The Breakfast has three members of staff and the After School Club has five members of staff. One additional member of staff is employed, as needed, for one additional day a week. The Breakfast club, is run on a first come first served basis and a maximum of 30 children can book into the club each day.

The After School Club, due to social distancing restrictions and hygiene enhancements, has 3 clubs; Mini Club (which is for our youngest children) has a maximum of 14 children who can book into the club each day; Middle Club and Main Club (for all other children) which have a cumulative maximum of 28 children who can book into the club each day. This club will be split again to accommodate restrictions in place due to Co-Vid. These clubs also run on a first come first served basis.

## **Bubbles and Limitations linked to Co- Vid:**

Following the Guidance (Guidance for Full Opening of Schools- GOV.UK, pg 24/35- Extra-curricular provision), and in keeping with our school Risk Assessment for the Full Opening of St Mary of the Angels, children will be in consistent Wraparound Bubbles- 2 each morning; 3 each afternoon. These will be smaller groups than normal- limited to 16 children at any one time.

For Breakfast Club: children will wash their hands on arrival and sanitize them on exit from the club. All equipment will be limited to their bubble usage, each week and will be washed frequently, using soapy water.

For After School Club: Children will have sanitized their hands leaving their classroom; they will then wash their hands before and after food, before and after outdoor play and they will then use 60% hand sanitizer (provided by school only) on leaving the club, also. All equipment will be limited to their bubble usage, each week, and will be washed frequently, using soapy water. Small equipment such as: pencils and coloured pencils will be available to them in an individually labelled pencil case

## **Enrolment and booking:**

To enroll your child (ren) in the After School Club, a registration form must be completed; please see appendix 1. Your child (ren) will then be added to the School Gateway Club and booking and payment will be made through this facility.

Due to staffing levels, any requests to change/cancel sessions must be made with a minimum of 24 hours notice. We will do our utmost to accommodate any requests to change sessions, but in order to do this, we do require plenty of notice to ensure staffing levels can be adjusted accordingly.

Admittance to Breakfast and After School Club will not be granted if a session has not been booked: ad hoc bookings are not permitted. We are sorry for any inconvenience this causes, but it is imperative that the health and safety of the children and staff is maintained at all times. In order to do this, we must have numbers in advance for planning staffing levels.

## Sessions and Routines:

Breakfast Club and After School Club will run every Monday to Friday - term-time only. Sessions are available in advance only. Session times are as follows:

7:30am - 8:45am Breakfast Club

3:15pm - 5:15pm After school Club (first session)

5:15pm - 6:00pm After school Club (second session - excluding Fridays) The late evening provision (5.15-6pm) has been cancelled to facilitate an appropriate extensive clean down of all equipment and space

### Breakfast Club will open at 7.30am.

- The staff car park is NOT available for parents to use as it is now in constant use as a thorough fare for children and parents at the start and ends of the day. Parents are requested to respect this decision and to use the church car park or to park safely on the roadside
- All children will need to be signed in, via the front entrance by staff, at the following times only: 7.30am, 7.45am, 8am, 8.15am, 8.30am. The bell will not be answered at times between these points, as staff will be fully engaged in maintaining close supervision in a safe way for all children
- Parents are requested to use the Nursery path and queue up to the STOP HERE point. Staff will then come out to meet them social distancing being maintained appropriately at the identified times
- Where children are reluctant to enter the building or upset, staff will require parents to manage these anxieties before the children join the club
- Children will follow appropriate handwashing routines
- Staff will also follow appropriate sanitary guidelines prior to preparing breakfast
- At the appropriate time, children will be escorted to their classes by staff
- Outdoor coats, water bottles and disposable lunch bags are the only equipment children will be permitted to bring to the club
- In the event of your child being unwell we will need you to take them home at your first available opportunity; they cannot return until Co-Vid viruses or symptoms have been checked

### Afterschool Club will operate each evening between 3.15-5.15pm only.

- Additional staffing will be needed to manage the front door
- On arrival, please use the hand sanitiser and then ring the bell. Your child will then be sent for and brought to the front entrance. Staff will sign them out in your presence
- Children will be expected/encouraged to have all of their belongings with them to avoid unnecessary time spent in returning into the building. Please reinforce this for them. A refusal may be necessary if there is a clear lack of respect visible from children or their parents.
- Children will follow appropriate handwashing routines
- Staff will also follow appropriate sanitary guidelines prior to preparing snacks
- In the event of your child being unwell we will need you to take them home at your first available opportunity; they cannot return until Co-Vid viruses or symptoms have been checked

Children can be collected via the front entrance to the school. Parents need to ring the bell in the foyer and a member of staff will escort them to the Study Room to collect their child and to sign him/her out. This is no longer in place - please see guidelines above for drop off and collection.

If parents are persistently late collecting their children, the club reserves the right to de-register the child and offer their place to others; this will only be used once a warning has been given and the lateness is still occurring persistently.

## **Payment:**

Payment is in advance and will be charged, at the point of booking, via the online system (School Gateway). Bookings must be made in advance to ensure your child has a place secured in the Breakfast or After School Club. Refunds are made in the event of children being ill. Parents are advised to give 24 hours notice for cancellations and changes to bookings. Any changes in less than 24 hours will not be credited.

## **Charges:**

The Breakfast and After School Club operates a flat rate charging policy which has been revised in line with other local providers and supply and demand. Breakfast Club charges are £4.00 and siblings are charged at £3.50. After School Club charges are £5.50 for the first session and £2.50 for the additional session. Siblings are charged at £4.50 per session and again £2.50 for the additional session until 6.00 pm.

## **Notice of any increase in charges:**

One month's notice of any increases in charges will be given to parents in writing.

## **Activities may include but will not be limited to:**

- Arts & crafts
- Reading
- Board games
- Physical activity
- Other such themed activities deemed suitable
- Quiet space for homework
- Supervised ICT activities

## **Food and Drink:**

Breakfast is served between 7:45am - 8:30am.

A healthy breakfast will be served with a choice of cereal and milk, toast, pancakes, muffins, crumpets, fruit, fruit juice, milk or water. **This will be prepared and given out by staff in gloves and disposable aprons. Self-service independence, unfortunately, cannot be in place during Co -Vid restrictions**

A healthy snack will be served at 3:15pm - **food hygiene will be adhered to as normal and as described above.** This will be sufficient to keep the children going but we do not recommend that it replaces an evening meal. Examples of the types of foods that will be served include:

- Toast/Pancakes/Crumpets
- Fruit
- Water/squash/milk

## **Ethos and Policies:**

The Breakfast and After School Club will function under the ethos and auspices of all school policies. E.g. the Behaviour Policy, Child Protection Policy, Missing Persons Equal Opportunities, Visitors Code of Conduct, etc.

Please note, the After School Club will not be operational on the last day of each full school term.

Changes reviewed by Governors in Summer 2020 and presented at the resources Committee in Autumn 2020

## Appendix 1



# St Mary of the Angels Out of School Club Registration Form



I would like my son/daughter ..... to be registered at the  
***St. Mary of the Angels Breakfast / After School Club commencing September 2020.***

I agree to safely collect my child/children from the After School Club. I understand that the KS1 children will be escorted to the Club at the end of the school day and KS2 children will be directed there. I understand that the Club coordinator will call a register.

I will keep the school's emergency contact and medical information up to date and will let school know of any changes if and when they occur. If anyone other than the child/children's parents are collecting them, I will inform the school office.

I understand and agree that no payment will be required if my child is ill and unable to attend school. I note that 24-hour notice is required to cancel a session, otherwise the fee for that session is payable, other than when ill.

I agree to abide by the Behavioural Management Policy of St. Mary of the Angels' School, and all of those Policies related to it, including Child Protection, Acceptable Use Policy, and Visitor and Parents' Code of Conduct.

I agree to work with the school to ensure that Co-Vid 19 restrictions are adhered to by my child and myself

Two weeks' notice of termination of contract is required by both parties and failure to keep to the contract will result in its termination.

Signed: .....

Parent/Guardian.

Signed: .....

Administrator.

Date: .....

## Appendix 2



### St Mary of the Angels and the Gateway - clubs

This step by step guide is to help facilitate the new systems for booking and paying for clubs within St Mary of the Angels. The 'clubs' option of the School Gateway will be used for Dinners, Breakfast Club and After School Clubs.

Each KS2 Year group has a 'dinner' option. Currently, dinners are £2.20 a day and a minimum of 5 sessions must be booked at one time.

There is one club for Breakfast club, the club is run on a first come first served basis and a maximum of 30 children can book into the club each day.

After School Club has 2 clubs; Mini Club (for Nursery and Reception children) for a maximum of 10 children who can book into the club each day; Main Club (for Year 1 - Year 6) for a maximum of 35 children who can book into the club each day. These clubs will also run on a first come first served basis.

### Using the App

- Sign into the App
- Select your child, (each child must be selected individually - one at a time) and the club will be listed.
- Do not click 'My payments' but click the club needed eg. Mini club Autumn 18.  
You will then be able to:
  - View bookings
  - Make a booking
  - View Transactions

To book a session, firstly select the option for booking choice, eg lead child 3:15pm-5:15pm. If there is only one booking option (eg dinners) you will be directed to the dates for booking.

Select the dates for booking, and press 'Book'. This will give you a total for the number of sessions you have booked. It also has a message **Please be aware that the session(s) will not be booked until a successful payment has been made.** If you leave this screen without paying, you will not be booked in for dinners or BC/ASC, therefore you must take the 'Pay Now' option - this will direct you to the

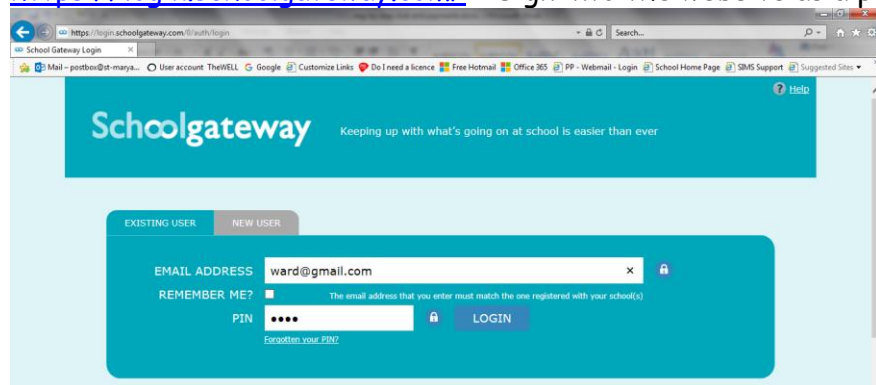


payments option. Select the relevant option either dinners or ASC BC (the payment will show on the text). You will be required to enter a comment regarding your booking, just in case there is an issue.

At this point you will be able to 'Checkout', enter your card details, number name, expiry, Security code, etc.

### Using the website

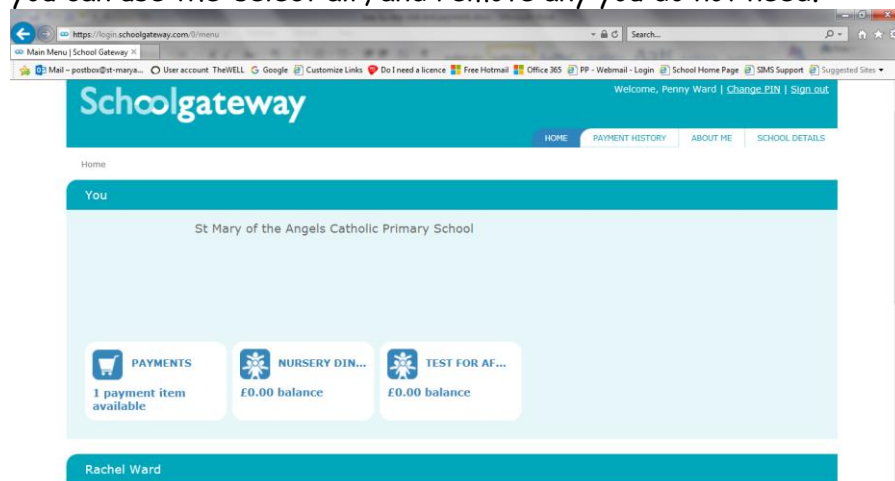
<https://login.schoolgateway.com/> - Sign into the website as a parent.



The screenshot shows the Schoolgateway login page. At the top, there's a teal header with the 'Schoolgateway' logo and the tagline 'Keeping up with what's going on at school is easier than ever'. Below this, there are two tabs: 'EXISTING USER' (selected) and 'NEW USER'. The login form includes fields for 'EMAIL ADDRESS' (with 'ward@gmail.com' entered), 'REMEMBER ME?' (a checkbox), and 'PIN' (with four dots). A 'LOGIN' button is to the right of the PIN field. A link 'Forgotten your PIN?' is below the PIN field. The browser's address bar shows 'https://login.schoolgateway.com/'.

There is a box for each child, and under the child's name, there will be a tab for payments. Then each club has its own tab.

Select the club you are booking into, then you can select each session you require, or if you need all you can use the 'select all', and remove any you do not need.



The screenshot shows the user dashboard after login. The header is teal with the 'Schoolgateway' logo and a welcome message 'Welcome, Penny Ward | Change PIN | Sign out'. Below the header is a navigation bar with 'HOME', 'PAYMENT HISTORY', 'ABOUT ME', and 'SCHOOL DETAILS'. The main content area has a 'You' section for 'St Mary of the Angels Catholic Primary School'. It features three cards: 'PAYMENTS' (1 payment item available), 'NURSERY DIN...' (£0.00 balance), and 'TEST FOR AF...' (£0.00 balance). At the bottom, there's a teal bar with the name 'Rachel Ward'. The browser's address bar shows 'https://login.schoolgateway.com/'.

If there is more than one booking choice, you will need to select the appropriate option, and then use the 'Book session' button. You will then be asked to confirm the booking, which will give you a total cost. Then select 'Book now' and you will be directed to the payment option.



Top up

Penny is currently booked onto 0 future sessions.

Select sessions by clicking on the days below

SELECT ALL UNSELECT ALL BOOK SELECTED SESSIONS

| Monday                                      | Tuesday                                      | Wednesday                                    | Thursday                                     | Friday                                      | Saturday    | Sunday      |
|---|--|--|--|---|-------------|-------------|
| 09 Jul 2018                                 | 10 Jul 2018<br>Unavailable<br>Booking Closed | 11 Jul 2018<br>Unavailable<br>Booking Closed | 12 Jul 2018<br>Unavailable<br>Booking Closed | 13 Jul 2018<br>Available<br>Click to select | 14 Jul 2018 | 15 Jul 2018 |
| 16 Jul 2018<br>Available<br>Click to select | 17 Jul 2018<br>Available<br>Click to select  | 18 Jul 2018<br>Available<br>Click to select  | 19 Jul 2018<br>Available<br>Click to select  | 20 Jul 2018<br>Available<br>Click to select | 21 Jul 2018 | 22 Jul 2018 |
| 23 Jul 2018<br>Available<br>Click to select | 24 Jul 2018<br>Available<br>Click to select  | 25 Jul 2018<br>Available<br>Click to select  | 26 Jul 2018<br>Available<br>Click to select  | 27 Jul 2018<br>Available<br>Click to select | 28 Jul 2018 | 29 Jul 2018 |

The following screens will help with the process.

Top up

Penny is currently booked onto 0 future sessions.

BOOKING CHOICES

SELECT ALL

- Additional child: 315pm - 515pm £4.50
- Lead child: 315pm - 515pm £5.50
- Additional child: 315pm - 6pm £7.00
- Lead child: 315pm - 6pm £8.00

Sessions selected  
Cost £0.00

BOOK SELECTED SESSIONS

| Monday                                      | Tuesday                                      | Wednesday                                    | Thursday                                     | Friday                                      | Saturday    | Sunday      |
|---|--|--|--|---|-------------|-------------|
| 09 Jul 2018                                 | 10 Jul 2018<br>Unavailable<br>Booking Closed | 11 Jul 2018<br>Unavailable<br>Booking Closed | 12 Jul 2018<br>Unavailable<br>Booking Closed | 13 Jul 2018<br>Available<br>Click to select | 14 Jul 2018 | 15 Jul 2018 |
| 16 Jul 2018<br>Available<br>Click to select | 17 Jul 2018<br>Available<br>Click to select  | 18 Jul 2018<br>Available<br>Click to select  | 19 Jul 2018<br>Available<br>Click to select  | 20 Jul 2018<br>Available<br>Click to select | 21 Jul 2018 | 22 Jul 2018 |
| 23 Jul 2018<br>Available<br>Click to select | 24 Jul 2018<br>Available<br>Click to select  | 25 Jul 2018<br>Available<br>Click to select  | 26 Jul 2018<br>Available<br>Click to select  | 27 Jul 2018<br>Available<br>Click to select | 28 Jul 2018 | 29 Jul 2018 |

Top up

Penny is currently booked onto 0 future sessions.

21  
Sessions selected  
Cost £115.50

SELECT ALL UNSELECT ALL BOOK SELECTED SESSIONS

| Monday  | Tuesday   | Wednesday   | Thursday  | Friday  | Saturday    | Sunday      |
|---|---|---|---|---|-------------|-------------|
| 09 Jul 2018   | 10 Jul 2018<br>Unavailable<br>Booking Closed            | 11 Jul 2018<br>Unavailable<br>Booking Closed            | 12 Jul 2018<br>Unavailable<br>Booking Closed            | 13 Jul 2018<br>Selected<br>Lead child: 315p...<br>£5.50 | 14 Jul 2018 | 15 Jul 2018 |
| 16 Jul 2018<br>Selected<br>Lead child: 315p...<br>£5.50 | 17 Jul 2018<br>Selected<br>Lead child: 315p...<br>£5.50 | 18 Jul 2018<br>Selected<br>Lead child: 315p...<br>£5.50 | 19 Jul 2018<br>Selected<br>Lead child: 315p...<br>£5.50 | 20 Jul 2018<br>Selected<br>Lead child: 315p...<br>£5.50 | 21 Jul 2018 | 22 Jul 2018 |
| 23 Jul 2018<br>Selected<br>Lead child: 315p...<br>£5.50 | 24 Jul 2018<br>Selected<br>Lead child: 315p...<br>£5.50 | 25 Jul 2018<br>Selected<br>Lead child: 315p...<br>£5.50 | 26 Jul 2018<br>Selected<br>Lead child: 315p...<br>£5.50 | 27 Jul 2018<br>Selected<br>Lead child: 315p...<br>£5.50 | 28 Jul 2018 | 29 Jul 2018 |

https://login.schoolgateway.com/0/clubs/7185738/18121448

Clubs | School Gateway

Mail - postbox@st-marys... User account TheWELL Google Customize Links Do I need a licence Free Hotmail Office 365 PP - Webmail - Login School Home Page SMS Support Suggested Sites

Penny is currently booked onto 6 future sessions.

Sessions selected  
Cost: £115.50

SELECT ALL UNSELECT ALL BOOK SELECTED SESSIONS

| Monday  | Tuesday   | Wednesday  | Thursday  | Friday  | Saturday    | Sunday      |
|---|---|--|---|---|-------------|-------------|
| 09 Jul 2018   | 15 Jul 2018<br>Unavailable (Booked)                     | <div> <p><b>Confirm Booking</b></p> <p><b>21</b></p> <p><b>Sessions selected</b></p> <p>Total cost £115.50</p> <p>To secure your session bookings for Penny please confirm you wish to 'BOOK NOW' below.</p> <p><b>BOOK NOW</b></p> </div> |   |   | 14 Jul 2018 | 15 Jul 2018 |
| 16 Jul 2018<br>Selected<br>Lead child: 31Sp...<br>£5.50 | 17 Jul 2018<br>Selected<br>Lead child: 31Sp...<br>£5.50 |  |   |   | 21 Jul 2018 | 22 Jul 2018 |
| 23 Jul 2018<br>Selected<br>Lead child: 31Sp...<br>£5.50 | 24 Jul 2018<br>Selected<br>Lead child: 31Sp...<br>£5.50 |  |   |   | 28 Jul 2018 | 29 Jul 2018 |
| 30 Jul 2018<br>Selected<br>Lead child: 31Sp...<br>£5.50 | 31 Jul 2018<br>Selected<br>Lead child: 31Sp...<br>£5.50 |  |   |   | 04 Aug 2018 | 05 Aug 2018 |
| 01 Aug 2018<br>Selected<br>Lead child: 31Sp...<br>£5.50 | 02 Aug 2018<br>Selected<br>Lead child: 31Sp...<br>£5.50 | 03 Aug 2018<br>Selected<br>Lead child: 31Sp...<br>£5.50  | 04 Aug 2018<br>Selected<br>Lead child: 31Sp...<br>£5.50 | 05 Aug 2018<br>Selected<br>Lead child: 31Sp...<br>£5.50 |             |             |

11:26 11/07/2018

**Nursery Dinners Jan-Jul 2018**

Please review the details below.

Please be aware that your sessions will not be booked until a successful payment has been made.

For: Penny Ward

Due Date: 25 January 2018

Amount: \* £ 2.00

Instalment: 1 of 1

Additional info: PLEASE ENSURE YOU HAVE BOOKED DAYS FOR DINNER BEFORE MAKING PAYMENT.

Comment: \* YES

Cancel Add to Basket

Access via School Gateway app. Download from your app store.