

Lancaster Lane Breakfast Club



Arrivals Policy

Lancaster Lane Breakfast Club ("the Club") recognises the importance of having robust systems in place to ensure the safe arrival of the children in our care. The manager will ensure that an accurate record is kept of all children in the Club, and that any arrivals are recorded in the register. The register is kept in an accessible location on the premises at all times. In addition, we conduct regular headcounts during the session.

Escorting children to the Club

Parents must escort their child to the door of the Breakfast Club room situated in school and 'hand them over' to a member of the Breakfast Club staff.

If a child is booked into the Club but has not arrived by 8.30am, staff will check whether the child's parent has notified the school that he / she will be absent (although staff can use discretion with knowledge of the child's usual arrival time). If the whereabouts of the child is not known the office staff must be informed and the school will implement its Attendance Policy.

Arrivals

Our staff will greet each child warmly on their arrival at the Club and will record the child's attendance in the daily register straightaway.

Departures

At 8.45am children in Reception / Year 1 go to their classroom whilst Y2 – Y6 children wear high vis jackets and are escorted onto the playground by the member of teaching staff on duty. These children line up with their classes when the bell goes at 8.55am. Some children have special arrangements with teaching staff in school to help with jobs / tasks under their supervision after 8.45am.

Absences

If a child is going to be absent from school and therefore will miss a session, parents must follow the school's Attendance Policy and telephone the school as soon as possible. If your child will be attending school but will not be attending a scheduled Club session, it would be appreciated if parents will still telephone the school as soon as possible.

The Club will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or their family might need additional support.