



# The Beacon

Church of England (V.A.) Primary & Pre-School *Living life in all its fullness (John 10:10)*

## Breakfast, 3.30 and Out of Term Time Clubs

### Operational Plan

*Agreed at the Resources Meeting of the Governing Board on 14th May 2025*

- **BREAKFAST AND 3.30 CLUB** is managed by the Governing Body of The Beacon C of E Primary School for children registered at The Beacon C of E Primary School and the Governor-Run Pre-School.
- **OUT OF TERM TIME CLUBS** are managed by the Governing Body of The Beacon C of E Primary School for children **who may or may not attend** The Beacon C of E Primary School and the Governor-Run Pre-School.

Our Christian vision shapes all we do.

Our vision is for 'Living life in all its fullness' (John 10:10). The bible teaches us that God wants all his children to flourish, and that community and living well together are of the utmost importance in achieving this aim. We call our community 'One Big Beacon Family', together we focus on achieving our Vision for all members of our community. Working with parents and carers, we provide learning and play experiences which engage children's interests; inspire them to want to know more; motivate them to persevere with their learning and empower them to develop skills of independence. We aim that our children will become:



- **Confident individuals** who can positively face the successes and challenges of life.
- **Successful learners** who can take their place in a constantly changing world.
- **Responsible citizens** who are able to make a positive contribution to today's diverse society.
- **Appreciative and respectful of other people's uniqueness and talents** and recognised and celebrated for their own.

We want each child, member of staff and our wider community to learn to live life in all its fullness, develop wonderful life-long memories of their Beacon years and the knowledge, skills and understanding to be able to continue to flourish throughout their lives.

### **Aims and objectives of our clubs.**

The purpose of the clubs is to provide high quality childcare for children registered at The Beacon C of E Primary School in a safe, happy and stimulating environment on a non-profit making basis.

**Term Time provision for children at the school** is offered between 7.45am and 8.40am every morning ('Breakfast Club'), and from the end of school (3.30pm) until 6pm every day after school. We are monitoring parental interest in extended hours for Pre-School and aim to offer the same hours to Pre-School children in the near future (see also Pre-School Admissions Policy). This is subject to change should there not be sufficient parental interest to make running sessions viable, or should low numbers cease to make operation of the club viable.

The school will monitor the need for out of school provision on an ongoing basis and the Governing Body will assess the need and decide on operational hours of the club.



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**Holiday provision and Saturday provision.** We have a long-standing relationship with Primary Sport and Education who operate Holiday Club provision on our school site through the school holiday periods (see website for further details).

Where financially viable, we aim to offer additional sessions for 2-5 year-old children alongside Primary Sports and Education's sessions for older children; or for 2 – 11 year-old children where Primary Sport and Education are not running sessions. These sessions would run during school holidays and/or at weekends where viable. This provision will offer a full session from 08:00 – 17:30 or a reduced day session from 08:45 – 15:30, which matches the offer from Primary Sport and Education for school-aged children. Timings and full details will be provided on the School's Website, Primary Sports' website, School's Jotter App and both Primary Sport's and school's social media. All holiday provision is booked and paid for through the [EEQU website](#).

The club is inclusive in its approach and caters well for children with special educational needs, please contact us to discuss your child's specific needs.

The club offers benefits for children, which enhance their social development, their capacity to learn, their need to play, investigate and aim high to achieve their potential whilst enjoying their childhood.

The club is fully integrated into the school. All staff come under the responsibility of the Governing Body. All The Beacon C of E Primary School policies and practices also apply to the Extended Schools clubs.

## **Premises**

All our Extended Schools clubs operate within the school building and grounds of The Beacon C of E Primary School, visits may take place within the local area.

Breakfast and 3.30 Club may use the same room/s as other clubs operated concurrently by the school, for example to allow children at extended schools clubs to join other clubs and activities run by staff, volunteers or regular contractors such as our popular Multi-Sports clubs.

Holiday Clubs may run from the same areas as Primary Sports' club.

## **Range of activities offered**

The club will offer a range of activities and experiences including but not exclusive to:

- Art, craft and design activities;
- Construction activities;
- Small world play;
- Outdoor play and play-based team games (not PE);
- Computing opportunities;
- Story-telling, role play;
- Homework support (by arrangement);
- Cooking and food activities.

On a termly basis, the children of the club will be offered the opportunity to indicate their preferred activities. Where possible and practicable, these will be planned into the provision by staff.



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It is expected that the majority of activities will be covered by The Beacon C of E Primary School Risk Assessments, additional Risk Assessment will be conducted by staff prior to any appropriate activity, seen and authorised by the Headteacher and filed with the School Risk Assessments.

## **Staffing**

The management of the club is the responsibility of the headteacher. Day to day planning of the club is delegated to the operational staff and supported by the School Administrator (for financial management) who report directly to the headteacher. The Resources Committee receives reports regarding the Breakfast and 3.30 Clubs. Matters arising between meetings are raised with the Headteacher who retains overall responsibility for Safeguarding (as Senior Designated Officer), the premises, pupils and staff.

Staffing levels will conform to national standards for adult/child ratios for Primary Schools and the EYFS (where pre-school aged children are attending) or for Childcare (as appropriate). Where only school-aged children are attending and one member of staff is on duty another member of wider school staff is also present.

## **The staff of our Clubs will:**

- Plan and provide a range of activities that provide children with choice. These will take into account the different ages, interests and abilities of the children and, where appropriate, the weather conditions.
- Ensure the Extended School's phone, register and contact information file is to hand whilst club is operational and locked away after.
- Ensure the 3.30 Club starts promptly, with children being collected safely from EYFS and KS1 classrooms. KS2 children make their own way to the club room (school days)
- Ensure all children are directly supervised and that in each activity area all children are within sight and/or hearing of the staff leading the activity, and in line with EYFS requirements where Pre-School children are attending.
- Provide a selection of food and a drink, taking account of dietary needs where applicable.
- Ensure the activities happen in a safe and appropriate place. Ensure the external gate is always securely locked except when opened by a member of staff to allow families to collect/drop off.
- Ensure that at the end of each Club session, equipment is tidied away safely and securely, with areas left tidy.
- Ensure the premises are left securely, services (water & Electricity) are turned off and ensuring doors, windows are shut and the external gate is securely locked.
- Staff will contribute as appropriate to weekly staff meeting agenda (held in staff room), informing the headteacher as appropriate when information is to be shared with wider staff (term time)
- During holiday and weekend times, the Headteacher or other designated member of senior staff is contactable by club staff.

Staff of our Extended School provision are subject to Appraisal under the school policy and have access to high quality CPD.

Staff are subject to Devon County Council policies and The Beacon C of E Primary School Policies and practices.

All posts will be advertised, the club is subject to the school and Devon County Council equal opportunities and personnel policies. All staff are also subject to full Child Protection policies including DBS checks prior to appointment.



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Application will be by form as for school TA support staff. Shortlisted candidates will be interviewed by the headteacher and another identified member of staff or governor.

All posts have a Job Description. All staff have appropriate qualifications or is required to undertake additional accredited training.

## **Staffing structure**

*Extended Schools Co-ordinator: the headteacher*

*Financial manager: school administrator*

*Play Leader (Level 3 where Pre-School aged children are present)*

*Play Worker (at least half play worker staff will be Level 2 where Pre-School aged children are present)*

## **The Play Leader, supported by the Extended Schools Co-ordinator will:**

- Report to the Resources Committee
- By day to day management ensure smooth running of the club.
- Be aware of agreed policies and practices.
- Ensure planning of daily activities meets the needs of the children.
- Ensure Equal Opportunity
- Promote healthy eating.
- Ensure dietary requirements offered.
- Encourage good hygiene and ensure cleanliness is maintained at all times.
- Be responsible for the health and safety standards appropriate for the needs of the children.
- Assist with the preparation and maintenance of materials and equipment.
- Be responsible for Risk Assessment.
- Ensure the child is collected by someone known to the club.
- Be aware of First Aid / Incidents and ensure these are reported.
- Ensure that Breakfast and 3.30 Clubs have a high standard of physical and emotional care.
- Ensure the Breakfast and 3.30 Clubs are of a high quality to meet the needs of individual children from different cultures and different backgrounds and stages of development.
- Ensure confidentiality of information received, liaise and share appropriately with other school staff.
- Be aware of high standards and profile of the club and uphold its standards at all times.
- Be involved in Out of work activities e.g. staff and committee meetings, training. To undertake such duties and responsibilities of an equivalent nature as may be determined by the committee.
- Ensure a wide range of creative and enjoyable activities are offered.
- Ensure the activities are carried out within an equal opportunity framework.
- Liaison: To develop and maintain good relationships and communications with parents, to facilitate day to day caring needs.
- Encourage parental involvement and support through the development of effective working relationships.
- Consult with the children and involve them in planning activities.

## **Extended Schools Club Financial Manager is the school's Administration Manager. They are supported by the Play Leader to:**

- Issue bills and receipts to parents / carers.



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- Manage the Breakfast and 3.30 Clubs budget, providing information for the Resources Committee (within School Budget information, or separately in further detail if required)
- Manage requisitions, orders and payments as authorised by the Headteacher
- Follow up non-payment of invoices/bills as authorised/instructed by the headteacher.

## **Playworkers will be responsible for:**

- Daily Risk assessments & Health Safety.
- Setting up areas & activities.
- Getting equipment available which is appropriate for individual needs.
- Ensuring a wide range of creative and enjoyable activities are offered.
- Ensuring play meets the full range of children's individual and group needs.
- Ensuring the activities are carried out in a safe and responsible manner in accordance with statutory responsibilities.
- Working with teaching teams to ensure safe collection of EYFS/KS1 children from classrooms
- Undertaking a daily register of children
- Ensuring all confidential information is received and acted upon appropriately
- Being aware of the high quality and profile of the club and to uphold it at all times
- Being involved in out of hours activities e.g. staff meetings and training
- Completing accident / incident forms.
- Ensuring the Health and Safety standards are appropriate for the needs of the children.
- Being aware of Staff policies and practices.
- Liaising with parents and carers, including sharing information and messages to and from teaching teams to parents and carers.

## **Responsibilities**

All posts and responsibilities are the same as for the School Policies and practices.

DSL: Mrs Anne Billington, Headteacher. DDSLs: Mr Edd Chalkley, Deputy Headteacher; Mrs Ellen Kumar, SENDCo; Mrs Beverley Cawthera, SEMH Advisor and Family Support Teacher. (Lists in all areas of school)

SENCo and Inclusion: Mrs E Kumar, SENDCo

Health and Safety Co-ordinator: Mrs Tracie Whitefield, Administration Assistant (including Health and Safety)

## **Extended School Clubs code of conduct for staff**

The School's codes of conduct and all staff policies apply to extended schools clubs.

In carrying out its work Breakfast, 3.30 and Out of Term Time Clubs are very much concerned with the safety and security of all children and as such it is important that parents, carers / guardians have confidence in the integrity of our staff.

It is the responsibility of all staff to support the code of conduct, which aims to protect such integrity. Staff are required at all times to act within the Terms and Conditions of Employment and have particular regard to safeguarding, equal opportunities and Health and Safety of others.

Staff and Volunteers should, in the course of their involvement:

- Have regard to the reputation and interest of Breakfast and 3.30 Clubs, The Beacon C of E Primary School and Out of Term Time Clubs
- Strive for the highest standard of care and attention in their work



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- Work with the legal requirements and comply with statutory responsibilities as defined in school policy
- Respect the confidentiality of the information available to them
- Be aware of the school's Core Values which underpin our ethos
- Never abuse their position

## **Fees**

The Beacon C of E Primary School is committed to providing a competitively-priced, fair and open system which provides good value.

A charge is made for attendance at Breakfast, 3.30 and out of term time Clubs, the fee is agreed by the Resources Committee annually, or more frequently should it become necessary.

Should a child be attending a different club operated by the school, returning to Breakfast or 3.30 Clubs after the end of such club, the charge will apply. Charges for other clubs will not also be charged for children who are already attending the Extended Schools provision.

The charge is not voluntary, although by agreement between parents and the headteacher, Pupil Premium may be used where this would actively support the child's education and progress. The charge is aimed to cover club costs including staffing, consumable and non-consumable resources, food and drink. The School Administrator will collect fees via online payments and hold a separate budget line within the school budget.

Payment for Breakfast and 3.30 Clubs is made at the time of booking through our Gateway App: it is expected that Breakfast and 3.30 Club sessions are booked and paid for in advance. Late payment of a bill will result in the child not being able to attend the club until the debt is cleared.

Payment for Out of Term Time Clubs is made at the time of booking, through the [EEQU website](#).

Government tax free voucher scheme payments are accepted for all clubs.

Refunds for breakfast and 3.30 Club will not be given for non-attendance, bookings can't be cancelled within 2 working days. Sessions should be booked at least five working days in advance, there will be a 'late booking fee' if booked within 48 hours.

No refunds are available for any cancellations for Out of Term Time clubs.

Late collection will result in additional costs being incurred to cover cost of staffing required for the late collection.

## **Registration**

An 'Extended Schools Registration Form' must be completed in full before any child may attend the Breakfast and 3.30 Clubs. All forms will be kept securely locked away.

Registration information is collected on the [EEQU website](#) at the time of booking & payment for the Holiday/Weekend Clubs, including HAF.

## **Attendance and safe collection of children**



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If a child is unwell at the start of the school day, parents should inform the School Office of school, Breakfast and 3.30 Clubs absence before the start of the school day.

If a child is unwell and unable to attend a holiday or weekend club, parents must inform staff by email/ phone.

Breakfast, 3.30 and Out of Term Club Staff have access to the relevant Registration Form which includes emergency contact details.

An attendance register is taken at the start of each club and kept in a locked cupboard outside of club hours.

The club may operate from different parts of the school building depending on numbers, needs and suitability. Changes will be minimal, we aim for the club to have a regular location. Parents and carers will be informed of any change in advance and reminded through the school's Jotter App. Staff will ensure they hand over each child. Children may only be collected by a known adult as authorised by the parents/carers on the Extended Schools Registration Form or by notifying staff beforehand.

In the case of an emergency, or to inform Breakfast and 3.30 Club Staff of their child's absence, parents should use the school telephone number, leaving a message for Breakfast and 3.30 Club staff if necessary. Staff will check messages should a child not arrive or not be collected at the expected time. We request that the Extended Schools email is used for late messages, copying in the school's admin account.

[extendedschools@beacon-ce-primary.devon.sch.uk](mailto:extendedschools@beacon-ce-primary.devon.sch.uk)

[admin@beacon-ce-primary.devon.sch.uk](mailto:admin@beacon-ce-primary.devon.sch.uk)

Emergency phone number for use when the School Office is closed is +44 7867 561182 or the school main phone number 01395 264300

## **Emergency closure**

In the case of emergency, parents/carers will be contacted via the school jotter app system in the first instance, through the website, and other systems as per our Emergency Management Plan.

Parents are responsible for ensuring that both the Extended Schools Registration Form and the School hold up-to-date details and contact numbers.

All contact details for the out of term time and clubs are held in the [Eegu website](#) which staff have access to.

## **Safeguarding**

Breakfast, 3.30 and Out of Term Time Clubs operate under The Beacon C of E Primary School Safeguarding Policy. The Designated Officer for Child Protection is the Headteacher. The Designated Officer, Deputy Designated Officer and Governor for Safeguarding are listed on a sign in all areas and rooms in the school.

All school staff undertake annual Safeguarding training which includes Whistleblowing, Safer Working Practices and an opportunity for discussion and questions.

Mobile telephones must be kept safely elsewhere whilst working and may not be used. Staff do take mobile phones when leaving the school site, they are only to be used in emergencies.

## **Fire Procedure**



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Breakfast, 3.30 and Out of Term Time Clubs operate using pre-determined spaces and rooms separate to those used by any other school-run clubs except where children of extended schools are also attending a club. Staff will liaise to ensure the safety of all children.

Fire Procedures are displayed in all areas and rooms of the school. Should evacuation of the building be necessary, Breakfast, 3.30 and Out of Term Time Clubs will evacuate to the relevant fire point for the room they are in. Staff are responsible for ensuring they bring the register and emergency contact details for all children with them.

Breakfast, 3.30 and Out of Term Time Clubs will be subject to fire practices on a termly basis. These will be recorded in accordance with the School Fire procedures.

## **First Aid**

The Beacon C of E Primary School First Aid Policy applies to Breakfast, 3.30 and Out of Term Time Clubs. Club staff include Paediatric First Aiders.

First Aid is available and staff will maintain records according to School policy.

## **Risk Assessment**

Breakfast, 3.30 and Out of Term Time Clubs are subject to all school Risk Assessments (same premises, similar activities). Where necessary a separate Risk Assessment will be conducted prior to any unusual activity taking place.

**Policies and Procedures.** These can be found on the school website, or by request to the school office.

## **Breakfast, 3.30 and out of term time Club-specific policies and procedures**

- Breakfast, 3.30 and Out of Term Time Club Operational Plan (this document)

## **The Beacon C of E Primary School policies and procedures which apply to Breakfast and 3.30 Clubs**

A full list of policies is available from the school office.

### **Safety:**

- Health and Safety Policy
- Fire Policy Procedures
- Emergency Management Plan

### **Equal Opportunities**

- Equality Policy

### **Child Protection:**

- Non-collection of children
- Lost child policy
- Safeguarding and Child Protection Policy
- Online Safety
- Managing Allegations of Abuse Against Staff
- Physical restraint
- Drugs and Substance Abuse
- Safer Recruitment
- Whistle Blowing
- Conduct Policy for Schools
- We use CPOMS for school and Pre-School children.



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- CPOMS is used for safeguarding records for out of term time clubs, including for children who do not attend The Beacon. (Manually added; will appear as 'archived' as per Pre-School children)

## **Health:**

- First Aid including Medicines in school Policy
- Accidents
- Sick children
- Prior parental consent for emergency treatment
- No smoking policy
- Food Policy

## **Special Needs and Disability:**

- Special Education Needs and Disability Policy (inclusion)

## **Behaviour:**

- Anti Bullying Policy
- Behaviour Management Policy
- Incident record

## **Working in Partnership with Parents and Carers:**

- Complaints Procedures
- Grievance Procedure
- Data Protection
- Privacy Notices

## **OTHER DOCUMENTS**

- Extended Schools Registration Form (term time only)
- Medication and Dietary Needs Form
- Accident/Health Concern form
- Bump Note
- Administration of Medicines Forms
- Fire Risk Assessment
- Risk Assessment Forms
- [EEQU website](#)