

# Chipping Hill Primary School

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## Wide awake club Policy

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Head teacher: Mrs N. Robson  
Chair of Governors: Ms. K. Butler

# Wide Awake club Policy

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Date of policy: 1/9/23

Date of review: 1/0/25

Senior staff member responsible: Mrs Natasha Robson

This policy was formulated through drafting by the Headteacher then discussed and agreed by the Senior Leadership team and Governors.

## Policy Statement

The Wide Awake Club is organised by Chipping Hill Primary School. It is an extended school activity designed to allow children to be in school from 7.30am onwards; to have the opportunity to have a choice of food and drink for a healthy start to the day; and to join in the activities on offer.

## Aims

- To provide a welcoming, safe and secure environment for pupils before the start of the school day
- To enable pupils to enjoy a healthy breakfast at the start of the day in a pleasant and relaxed environment
- To continue to build positive links and relationships with parents/carers
- To provide an affordable, early drop off childcare facility for parents/carers
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships within the school community.

## Organisation

- The Wide Awake Club is open from 7.30am until 8.40am and is for all pupils attending Chipping Hill Primary School
- The Wide Awake Club runs on Mondays to Fridays during term-time only
- The Wide Awake Club is held in the Community Room at the front of the school building and has access to the hall and the outside area in front of the hall.
- There are three options for attendance of the Wide Awake Club – arrival from 7.30am (including breakfast), arrival from 8am (including breakfast) and arrival from 8am (without breakfast). Breakfast is served for those children requiring it between the times of 7.30am and 8.15am
- Each child is registered upon arrival by a staff member and the time of arrival is noted
- Staff will have verbal communication with parents/carers and a book is kept so that any important messages can be passed on to the child's teacher if necessary
- At 8.50am the children are escorted to their classrooms by a member of the Wide Awake Club's staff
- Each child's details, medical conditions, parent contact details and additional emergency contact information are kept in the school office
- A list of allergies and medical conditions of every child is kept with the register in the Wide Awake Club file and inside the kitchenette cupboard for quick reference.

## Procedures

We will ensure that:

- There are always two members of staff present during the Wide Awake Club.
- We adhere to a ratio of 1:8 for children in the Reception class; and 1:10 for KS1 and KS2 children
- At least one of these members of staff is qualified in first aid
- At least one of these members of staff is trained in food hygiene and safety
- All members of staff have up to date Child Protection training
- Any child's allergies and/or dietary requirements are adhered to
- The children are provided with a healthy continental style breakfast consisting of cereals, toast, fruit, yoghurts and milk or water to drink

## The Wide Awake Club Session Costs

The fees charged for the Wide Awake Club cover the cost of staffing, food, equipment and day to day running costs. All sessions are payable in advance and must be booked and paid for by the Wednesday of the week before care is required. This is to ensure that the adult: pupil ratio can be adhered to and adequate staffing can be arranged. Any late bookings must have the Headteacher's approval.

We regret that we are unable to refund any pre-paid sessions if a child is unable to attend the Wide Awake Club. However, if the school cancels the club for any reason, it will be possible to carry payment forward into the next week.

A 10% discount is applied to the fee payable by any second child/ren attending.

Payment can be made in the form of cash or a cheque and a Child Voucher facility is also available. Cheques should be made payable to Chipping Hill Primary School.

Booking forms will be sent home weekly with each child attending the Wide Awake Club. Alternatively, these can be collected from the School Office.

### Policies and Procedures

The Wide Awake Club adheres to the policies and procedures in place within Chipping Hill Primary School. This includes the Behaviour Policy, Equal Opportunities Policy, Child Protection Policy, Health and Safety Policy, Special Needs Policy and Whole School Food Policy.

All of these policies are available to view in the school office or on the school website.