



## **Breakfast Club & After School Club**

Information Booklet

&

Terms and Conditions

Reviewed and updated March 2024

## **INFORMATION AND PRICING**

### **STAFF**

#### **BREAKFAST CLUB**

|               |   |   |
|---------------|---|---|
| Mrs Croxford  | - | Breakfast Club Manager  |
| Mrs Loveless  | - | Breakfast Club Assistant Manager  |
| Mrs Ricks     | - | Breakfast Club and Teaching Assistant                                   |
| Mrs Cheeseman | - | Breakfast Club and Teaching Assistant                                   |
| Mrs Slatter   | - | Breakfast Club and Teaching Assistant & Higher-Level Teaching Assistant |

#### **AFTER SCHOOL CLUB**

|               |   |   |
|---------------|---|---|
| Mrs Croxford  | - | After School Club Manager   |
| Mrs Loveless  | - | After School Club Assistant Manager                                     |
| Mrs Edwards   | - | After School Club and Teaching Assistant                                |
| Mrs Cheeseman | - | After School Club and Teaching Assistant                                |
| Mrs Slatter   | - | Breakfast Club and Teaching Assistant & Higher-Level Teaching Assistant |

All staff are DBS checked and are First Aid Trained.

**BREAKFAST CLUB AND AFTER SCHOOL CLUB CONTACT NUMBER: 07591 062 592**

**This number is only available from 7.35-8.45am and 3.30-6.00pm. For enquiries between 8.45am and 3.30pm please contact the school office.**

### **OPENING HOURS**

The Breakfast Club is open from 7.35am – school start. The After School Club is open from school finish -6pm. There are exceptional days throughout the year when the After School Club is not open. These are the last day of each term, when school finishes early and on our firework event evening. Parents will be notified of any other exceptional days via the school newsletter.

## **CLUB CHARGES**

### **BREAKFAST CLUB**

#### **The current fees are:**

- **£4.75 per session** with breakfast which includes a selection of cereal and toast. Children requiring breakfast should arrive before 8.15am.

### **AFTER SCHOOL CLUB**

#### **The current fees are:**

- Attendance from **school finish - 4.30 p.m. cost £6.00**. This session includes fruit and drink.
- Attendance from **school finish – 6 p.m. cost £12.00**. This session includes activities, fruit, drink, and a snack tea.

### **LATE COLLECTION CHARGES**

Late pick up will be charged at **£10 for the first 15 minutes then £10 for every 5 minutes** after that.

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## Our Vision

*Saxon Primary School puts the children's needs at the heart of its provision. Our whole school community is committed to enabling the children to become successful lifelong learners and happy, fulfilled adults who can make positive choices about their future.*

### **BREAKFAST CLUB AND AFTER SCHOOL CLUB**

Our Breakfast and After School Clubs are run by Saxon staff who also have roles in school during the day. In this way we are able to offer a consistency and continuity of provision as the staff and children know each other well and share the same expectations as are enjoyed during the school day.

Children can join in on a variety of exciting activities or take time to do their home learning. Many children enjoy playing in the playground outside of the club's room as well as having some quiet time watching TV or playing with the range of games and toys.

Saxon's before and after school care is very flexible and reasonably priced. Children have a choice of breakfasts, snacks and tea and pick up times can vary depending on parent's schedules.

Our Before and After School Clubs are a popular facility, therefore places must be booked in advance to ensure we have the correct staffing levels to enable us to fulfil our safeguarding expectations.

**Parents wishing to use the Before and After School Clubs are asked to carefully read the information and terms and conditions in this booklet. The declaration on page 15 must then be signed and returned to school prior to a booking being made.** Terms and conditions are reviewed annually. There may be occasions when changes to terms and conditions occur prior to the annual review, parents will be notified of any material changes in writing and may be asked to sign and return an acknowledgement.

*Saxon Primary School is committed to Safeguarding and promoting the welfare of children. To achieve our commitment, we will ensure continuous improvement and development of robust Safeguarding processes and procedures that promote a culture of Safeguarding amongst our staff and volunteers.*

### **ARRIVAL FOR BREAKFAST CLUB**

For parents using the Breakfast Club, we ask that you do not drive into the school but park outside on the residential road, walk your child to the club and they will be signed in. Please do not drop your child off in Briar Road and ask them to come in on their own. If parents of pupils in Year 5 and 6 decide not to walk their child to the club they must first sign a disclosure as the school will not be responsible or liable for the health, safety and well-being of a child until they reach the Breakfast Club room.

### **ARRIVAL OF CHILDREN AT THE AFTER SCHOOL CLUB**

Each day Teachers are all given a list of children who are attending After School Club that day.

Teachers will deliver children to the hall and a club leader will escort them to the After School club.

The register is carried out in the hall on collection and again once all children arrive in the club.

If children are attending an activity club within the school and they are also on the After School Club register for that day, a member of the After School Club staff will collect them at the finishing time and will escort them to the After School Club.

If a child goes from any school activity club to the After School Club the full amount for a short or a long stay must be paid (see payment section for further information).

If parents have booked their child into the After School Club but decide, on the day, to collect their child at 3.15pm instead, the child should still go to the ASC to be registered and the parent should then collect from the ASC and they will be signed out.

### **PARENTAL/ CARER INVOLVEMENT**

The Breakfast and After School Club's aim is to provide a safe, stimulating and caring environment where children and parents are welcome and valued. We believe that it is important to work together with parents to ensure their children's best interests are met. The After School Club staff are always happy to discuss any parental concerns at the end of their child's session.

## **EARLY YEARS FOUNDATION STAGE CHILDREN**

The After School Club is committed to delivering the EYFS as set out in the Statutory Framework for the Early Years Foundation Stage 2014. The EYFS applies to all children from birth through to the end of Reception year.

For those Reception children who attend our club the After School Club staff are responsible for:

- Identifying those EYFS children when they are new to the club.
- Support to the children with all EYFS areas of learning and development.
- Offering a mix of adult-led and child-initiated play activities which are appropriate to the child's development.

## **CONTACT DETAILS**

Breakfast and After School Club staff have access to parent's/carer's contact details in the School Office. It is important to keep the school office up to date with your current contact details.



## **THE ONLINE BOOKING PROCESS**

Bookings for both the Breakfast Club and After School Club can be made using our online portal. If you have not already done so you will need to create an online Scopay account for your child using an access letter with a unique pupil code. This letter is sent home when your child starts at Saxon, or can be requested from the school office. Once registered with the Scopay account, you will be able to make debit/credit card payments directly in to the Breakfast and After school clubs.

Payments show immediately and you will be able to make a booking using a very simple calendar method as follows: -

- **Breakfast Club – up to 2 days in advance**
- **Afterschool Club – up to 7 days in advance**

This allows us time to ensure we have the correct staff to pupil ratio, and print off the club registers for safeguarding purposes.

An online booking instruction guide is available on the school website called **“How to book online for Breakfast & After School Club Guide”**.

Please note you can also book online using Childcare Voucher or Tax Free Childcare payments and you will need to speak to the school office to set up the facility. Please be aware that if the Childcare Vouchers do not arrive in time then your bookings may be cancelled for non-payment.

All online bookings must be made 7 days prior to the day of the session required.

Cancellations or amendments can be made online up to 7 days in advance of the booking.

**Please note there is a limit on the number of places in both clubs which are allocated on a first come first served basis. Children of staff are however processed as priority. Bookings can be made up to 90 days in advance as long as there is sufficient payment to cover all bookings.**

**Please check your booking online afterwards to make sure it has been accepted through the system. We cannot accept responsibility for any mistakes being made and you could risk not having a space for your child.**

### **CANCELLATIONS & AMENDMENTS FOR BOOKINGS**

All cancellations & amendments must be made online at least 7 days in advance of the booking. Any cancellations within days will still be charged with the exception of sickness (see over). Amendments within 7 days are not possible.

### **SECURITY**

For security and safeguarding purposes if any person other than a parent is collecting a child the parent must notify the school office beforehand between the times of 8.45 and 2.30pm. After 3.30pm parents can also ring directly through to the After School Club mobile number. We will not allow any child to depart from the club unless we have a form of identification or a password has been agreed with a member of staff.

Adults collecting any child/children must present themselves to a member of staff, they **must** sign their children out and write down the time of departure.

### **SICKNESS**

If your child has been ill through the school day and they cannot attend the booked After School Club please send a request to the office in order to credit the session on to your child's account. The office will not automatically know to do this unless a request is received from the parent. It is not possible to provide any refunds.



If a child is showing signs of being unwell whilst they are in the After School Club or Breakfast Club, staff will notify the parent/carer and ask them to collect their child.

Staff at the club **cannot** administer any form of medication unless the parent/carer has filled in an online medication consent form available on the school website.

## **ACCIDENTS AND FIRST AID**

**Every precaution is taken to ensure the safety of the children. If your child has a minor injury whilst in our care first aid will be carried out within the club. An injury form will be filled in by the adult who dealt with the incident and you will be informed when you collect your child. Our staff are all trained in First Aid and a First Aid kit is kept on the premises.**



## **ABSENCES**

If your child is absent from school due to sickness and has been booked into the After School Club please could you make the office aware that your child will not be attending the club. If you do this, the charge will be removed and your child will have a credit for future use in the club.

## **VALUABLES**

We ask that children keep special items of interest to them i.e. toys and books in their school bags when they are attending the club. Inside the After School Club room we have a large range of toys and books and sometimes personal items can get lost within these.

## **MONEY**

Every month there is a class cake sale and children are allowed to bring in money to buy cakes. If your child is attending the After School Club on a cake sale day, please can their money be placed in a sealed envelope with their name on. This will enable the club staff to know exactly who has their own money.



## **BEHAVIOUR**

The Breakfast Club and After School Club staff encourage the children to respect themselves and others in a relaxed friendly environment with clear expectations and boundaries. We use the Stay On Green approach for behaviour that is used throughout the school.

## **STAY ON GREEN**

- All the children have the opportunity to make positive choices about their behaviour and influence outcomes within the Breakfast and After School Club.
- The children who regularly follow the rules of the Breakfast and After School Club are noticed and rewarded.
- The Breakfast and After School Club follow a consistent system which is used through the children's school day.
- The system promotes a less intrusive approach to the management of behaviour and the children are able to achieve rewards which will go towards their whole class reward system.

- The Breakfast and After School Club will implement the same consequences that are used within the main school. This includes the coloured warning system of blue and yellow and red for reflection time.

Further information can be found on our school website

## **FOOD AND REFRESHMENTS**

### **The Breakfast Club menu**

- A selection of healthy cereals which include Cheerios, Weetabix, Shreddies and Rice Krispies
- Toast with a variety of toppings which include jam, honey or marmite



### **The After School Club menu**

All the children are offered fruit and drinks throughout their session.

- A selection of fruit.
- Other healthy snacks.



The children who stay until 6.00 p.m. are offered a range of snacks for tea. This is served at 4.30pm.

We use fresh ingredients and follow the statutory guidelines. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children and for it to be delivered in a calm and friendly environment.

## **PARENTAL CONDUCT**

The Home School Agreement also covers the provision in the Breakfast and After School Club.

For our Home School Agreement to work and help to ensure the best outcomes for our children, everybody needs to respect the professional relationships required in schools.

Our staff work to the highest expectations of professional conduct and are held to account should their behaviour fall short of our expectations.

We therefore ask that all parents frame questions and concerns in a calm and respectful manner to prevent parental behaviour becoming an issue in itself.

## **SCHOOL AGREEMENT**

*We agree to:*

- Provide a safe, stimulating and caring environment where children and parents are valued
- Ensure that all children are safely escorted over to the After School Club by a member of staff at 3.15pm (or later if they are joining the After School Club after another activity within the school)
- Not allow any child to leave the After School Club with anyone other than the parent/carer unless a form of identification or a password has been agreed between the staff and the parent/carer
- Notify parent/carer if your child is showing signs of being unwell making every attempt to contact one of the people listed on the Registration sheet to arrange collection of your child
- When notified by parents, will credit an account if a child is absent due to being unwell that day or if parents are called to collect their child before 3.15
- Use the stay on green approach for behaviour
- Deliver the E.Y.F.S to Reception children so that all areas of development are supported
- Ensure that all children are supervised at all times during club opening hours and their full duration of their stay

## **PUPIL AGREEMENT**

Pupil's attending the clubs must agree to:

- Be kind to others and share the toys and games
- Always treat the toys and equipment with respect
- Tell an adult if I have a problem
- Try to keep the promises we make in the school code of behaviour
- Respect myself, all staff and other children and behave sensibly at all times

## **SUMMARY OF BREAKFAST CLUB AND AFTER SCHOOL CLUB TERMS AND CONDITIONS**

### **Booking**

- Bookings should be made online and there is a 7 day cut off time. No further bookings can be accepted.
- There are limited spaces available which are allocated on a first come first served basis, priority is given to staff members.
- Bookings can be made up to 90 days in advance providing there is sufficient money to cover the bookings.

## **Payment**

- Payments made online are available immediately. Payment will need to be placed on the system before making a booking.
- If using the Child Care Voucher or Tax Free Childcare methods of payment, please ensure there is enough credit in the account to cover the bookings.
- If a child goes from any school activity club to the After School Club at 4.15(ish) the full amount for a short or a long stay must still be paid

## **Changes to the booking**

- Changes and cancellations to bookings can be made up to 7 days in advance of the booked session including extensions to existing bookings.
- Cancellations due to a child's illness will not be charged if the office are informed that a child will no longer be attending the club by the parent when reporting an absence.

## **Use of the Clubs**

- Children cannot arrive at the Breakfast Club any earlier than 7.35 am. Staff may be present but this is to allow adequate time for setting up prior to the club opening at 7.35am
- Children must not turn up to the Breakfast Club without a booking
- On collection from the After School Club parents need to accurately record the time of departure
- Children must be collected at the end of the session paid for and if this is more than five minutes late a charge for the next session will be applied. Please see late charges section.
- The After School Club must be notified if a parent is unable to pick their child up on time or if another person will be collecting their child
- Parents are asked to respect and trust the decisions made by staff and behave in an appropriate manner to all staff

The Breakfast Club and After School Club are part of Saxon Primary School governed by the school's local governing body.

Please be aware that we reserve the right to refuse access to this facility for any parent who refuses to abide by the procedures and protocols in place to ensure the safety and welfare of our children.

**SAXON PRIMARY SCHOOL BREAKFAST AND AFTER SCHOOL CLUB**  
**DECLARATION**

The parent(s) of any child/ren attending the Breakfast and After School Club should have read and understood the Terms and Conditions before signing the following declaration.

*Having read, understood and accepted all statements made in the Terms and Conditions I /We will comply with all the procedures.*

*I understand that any decisions made by the Breakfast and After School Club will be final.*

**Print full name.....**

**Signed..... Dated.....**

**Name(s) of Child/ren:.....**

***I understand that these terms and conditions will be reviewed yearly.***