

ST PETER'S CHURCH OF ENGLAND PRIMARY SCHOOL



The Green, Cassington, Oxfordshire. OX29 4DN

E-mail: office.3651@st-peters.oxon.sch.uk Tel: 01865 880443

Website: www.st-peters.oxon.sch.uk

Headteacher: Mr Jon Jeffries



Breakfast Club & After School Club

Introduction

The before and after school club exists to provide high quality, out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment, within our ethos of 'Minds that Learn, Hearts that Love, Faith that Gives'. Breakfast club is led by Mrs Edwards, and after school club led by Mrs Judd.

The breakfast club operates from 8am – 8.30am during term time.

The after school club operates from 3.10pm – 5.15pm during term time.

A copy of this policy is provided to all parents of children attending the club and is also available on the school website. An up-to-date price list is available from the school office and school website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending St Peter's C of E Primary School are eligible to attend.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- Children's attendance is recorded in a register.
- Non pre-booked children are welcome to use the clubs on an ad hoc basis providing there are spaces
- Sessions can be booked in advance from the last day of the previous big term and will be allocated on a first-come, first-served basis.

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Arrival

Breakfast Club

- Parents/Carers are required to bring their child to the side gate where they will be met by a member of staff at 8am. If your child arrives after 8.10am, please take your child to reception.
- Children will be directed to their class at 8.30am. Apple Tree children will be taken straight into class.

After School Club

- Children in Apple and Oak (Nursery, Reception, Year 1 and 2) will be dropped off at After School Club by a member of staff directly from their classroom.
- Children in Maple and Willow (years 3, 4, 5 and 6) will make their way directly to After School Club and be greeted by a member of the club staff.
- The club staff will take a register and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure

After School Club

- If children are outside, please collect from the playground gate. If children are inside, please collect from reception/Apple Tree class on Fridays.
- The member of staff will hand the child over to the parent/carer or named collector and club staff will sign out the child and note the time.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform Club staff if their child is going to be absent from Club by emailing the school office.

Daily Routine

Morning session

- Parents bring their children to the side gate where they will be met by a member of staff before taken to the hall where a range of activities are set out.
- Children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast (cereal, toast, bagels, fruit).

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After school session

- 3:10pm – Apple Tree and Oak children taken to After School Club by class staff. All other children make their way to After School Club for registration
- 3.10pm – 3.30pm - children will be given a healthy snack and drink; staff members will sit with the children at this time. Children can then choose from a range of play and planned activities, both indoors and outdoors.
- Charges for the after school club will always be from 3.10pm
- 4.10pm Children attending after school sports clubs etc will then join the after school club session. For some clubs (with an external provider) there may be an additional charge.
- 5pm - tidy up time encouraging the children to take responsibility for the environment.

Behaviour

Whilst attending breakfast club and after school club, children are expected to follow the school ethos and rules. The school behaviour policy applies at all times, including the rewards and sanctions.

First Aid

The school first aid and administration of medication policy applies at all times.

Parents of any child who become unwell during Club will be contacted immediately.

Missing or Uncollected children

Missing children

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
- Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

Uncollected children

If a child has not been collected by 5.20pm parents will be contacted in the first instance by telephone.

The additional contacts parents have provided will be telephoned in the second instance. If these contacts continue to be unavailable after approximately one hour, the police and Social Services will be informed.

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A charge will be levied for late collection. A fee will be applied for late collection from 5.20pm onwards at £1 per minute per child for which an invoice will be sent.

Safeguarding

Jon Jeffries, headteacher, is the Designated Safeguarding Lead. A copy of the school's safeguarding policy can be obtained from the school office.

Confidentiality

Staff will hear things of a confidential nature regarding the club, their work colleagues, parents/carers and children who attend the club. All staff must observe a strict confidentiality code of practice and must not divulge information to any parties outside of the organization.

Confidentiality may only be breached where there is a likelihood of serious harm to self or others, or if a complaint is raised and there is a need to refer to Social Services, Ofsted or the Police, and only if the complaint concerns a serious unease about some form of abuse or criminal activity.

Matters of a confidential nature must not be discussed with peers, friends, parents or family.

All records will remain confidential even if a child or staff member no longer attends the club

Payment of Fees

Fees are to be paid in advance when sessions are booked. Even if your child is unable to attend their booked session, there will be no refunds.

Please pay by ParentMail. (Childcare vouchers can also be accepted if necessary).

*Parents can change or cancel their sessions up to 1 week prior to their child attending a specific session without incurring a charge. Any change or cancellation after this point is non-refundable.

Related Whole School Policies:

The before and after school club is an extension of the school, so all school policies apply to the running of this provision. Of particular note are:

- Safeguarding and Child protection policy.
- Equal opportunities policy.
- Health and Safety policy.

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- Supporting children with medical needs policy
- E-safety policy.

Session costs for 22/23 academic year

	Advance payment per session booked by ParentMail	Ad hoc per session
Breakfast club	£3.95	£4.50
After school club (3:10pm – 4:15pm)	£6	£7
After school club (4:15pm – 5:15pm)	£12	£14

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St Peter's C of E Primary School Breakfast Club & After School Club Agreement

I [PRINT NAME], parent/carer of have read and accept a copy of the club policy and agree to abide by the terms therein. The sessions in this contract are 8am – 8.30am for breakfast club and 3.10pm – 5.15pm for after school club. Sessions are booked on a first come, first served basis.

- I accept that I am the 'contracting parent' for the above child and agree to make payments in advance through ParentMail.
- I understand I can change or cancel sessions up to 1 week prior to my child attending a specific session without incurring a charge and that any change or cancellation after this point is non-refundable.
- I understand that fees may change without this policy being re-issued. The latest price schedule will be available on the school website or from the school office.
- I understand that there may be an additional charge if my child attends a club from an external provider.
- I understand that a fee will be applied for late collection from 5.20pm onwards at £1 per minute per child for which I will be invoiced and payable through ParentMail.
- I agree to keep all contact, medical, dietary and other information up to date with the school office, as I understand this will be used by the before and after school club.

NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD

Please provide on the list below the full names of all individuals authorised to collect your child from our Before & After School Club, including parents and carers. I understand that the club will not release your child to anyone else.

Name	Phone number	Relationship to the child

Parent Signature

Date