

St Nicholas' Primary School



Breakfast Club

8.00am – to the beginning of school staggered start times
£4.00 per session

After School Club

From the beginning of school staggered finish times– 5.30pm
£9.00 per session

Contact:

Email: communicate@stnicholasprimaryschool.org.uk

Telephone: 01865 242838

Mobile number for ASC: 07555 856176

ST NICHOLAS' PRIMARY SCHOOL

BREAKFAST & AFTER SCHOOL CLUBS TERMS & CONDITIONS

Bookings:-

If you wish to book a place at Breakfast or After School club, please complete the online form which can be found by following the link on page 7 of this document.

We will always try to find a place at short notice or in an emergency, but we must **stress** that, to meet legal staffing ratios, we need to have places and numbers booked in advance.

TERMS	Bookings, Changes & Cancellations to be notified by:
<u>Autumn - Term 1</u> (03.09.2020 - 23.10.2020)	_____
<u>Autumn - Term 2</u> (03.11.2020 - 18.12.2020)	Monday 12 th October for Autumn Term 2
<u>Spring - Term 1</u> (05.01.2021 - 12.02.2021)	Monday 7 th December for Spring Term 1
<u>Spring - Term 2</u> (08.03.2021 - 31.03.2021)	Monday 8 th March for Spring Term 2
<u>Summer - Term 1</u> (19.04.2021 - 28.05.2021)	Friday 19 th March for Summer Term 1
<u>Summer - Term 2</u> (08.06.2021 - 22.07.2021)	Monday 17 th May for Summer Term 1

- ❖ Please note, if we do not hear from you by the date shown above, any regular bookings will continue for the following half term and you will be charged accordingly.

On the last day of each long term School finishes at 1.30pm, there will be no After School Club session on this day, please arrange for your child/ren to be collected at 1.30pm.

Cancellations

Please notify the school office if your child/ren is unable to attend a Breakfast or After School Club session. **Cancellations are chargeable.**

Payments

Payment for Breakfast and After School Club places must be made in advance, either weekly, monthly or termly.

Payments can be made in the following ways:

- Childcare vouchers directly to the school account
- Drop off cash at the school reception
- Post or drop off a cheque to school reception. Please make the cheque payable to 'St Nicholas Primary School ASC'
- Direct bank transfer; Please reference the child's name and what it is for and email confirmation to email address :
communicate@stnicholasprimaryschool.org.uk confirming you have made the transfer.

The details are as follows:

Bank: Lloyds Bank

Account Name: St. Nicholas Primary School ASC

Sort Code: 30-90-09

Account Number: 47140968

Please note, any cash or cheques coming into the school office must be put in a sealed envelope, clearly labelled with the child/children's name and what the money is for (BC or ASC) and placed in the locked box in the school reception.

Payments are non-refundable unless you cancel a booked session prior to the dates shown on page 2.

We reserve the right to cancel any places booked if there are fees outstanding in excess of £30 or if any payments remain outstanding for longer than two weeks.

Please note we reserve the right to transfer any credit in your child account in Breakfast Club to After School Club to cover any debts and vice versa.

Non-Payment

The school does not offer a credit facility and the school cannot allow debt amounting to more than two week's payment.

Payment status will be checked weekly. Any outstanding balances will be regularly communicated to parents. If payment is not received within two weeks, and/or no satisfactory explanation or solution is provided, then the school will not be able to provide Breakfast Club and/or After School Club for your child/ren and alternative arrangements will need to be made. A further communication will be sent detailing the consequences of non-payment and a final date by which payment must be made. Outstanding debt will be brought to the attention of the school governors. The school will work closely with parents in working out a form of payment plan to help resolve the situation if requested by the parent. However, where no attempt is made to clear the debt it will follow the procedure of the school's Debt Management Policy. If the debt remains after the payment deadline, the school will place the debt on the County Council debt recovery list and legal action is likely to be taken if the debt remains outstanding.

We offer discounted places to children who use the After School Club on a daily basis and whose places are paid for in advance for the term. Children who attend for five days

a week and whose places are paid in advance are charged the reduced rate of £40-00 per week, representing a saving of £5 per week.

If your child attends the Club for two or more regular sessions per week and you pay for the term's sessions in advance, you will receive a £1.00 per full week discount which equates to a saving of around £6.00 per term, depending on the length of the term.

Pricing policy

We will review our prices in October each year and any changes will be advised in writing at that time.

BREAKFAST CLUB

Staff	Lucy Brown - Club Leader	Bubbles: EYFS (Nursery & Reception)
	Kirsty Foley	Key Stage 1 (Years 1 & 2)
	Sadia Sharif	Lower Key Stage 2 (Years 3 & 4)
	Parantina Christouli	Upper Key Stage 2 (Years 5 & 6)
	Viv Jones	
	Georgia Milton	
	Agnes Gralak	
	Luke Hudson	

Our Breakfast Club runs daily from 8am until the start of the school day (see staggered start times). Places at the Breakfast Club need to be booked half-termly, in advance. The charge is £4.00 per session.

If your child is away from school through illness or isolation due to Covid-19, you will be charged the reduced rate of £2-00/session for the sessions missed. However, if the school has to close a bubble following government guidelines there will be no charge.

If a child who is booked in for a session at the Breakfast Club does not turn up, the Club Leader will contact the parent or carer listed on the child information form. Please therefore ensure we have up to date contact telephone numbers at all times. Non-attendance will be charged.

The children are offered a breakfast of cereal bar, fruit and a yoghurt on arrival, please bring your child's own water bottle, we cannot provide a drink. Please ensure your child/ren arrive at 8.00am, staff will meet the children at the gate and escort them to the club. After breakfast the children are able to enjoy quiet play activities and games.

At the end of the session, children from the EYFS and Key Stage 1 will be taken to their classroom by a member of the Breakfast Club staff. Children from Key Stage 2 are encouraged to go to their classroom independently.

AFTER SCHOOL CLUB

Staff	Lucy Brown - Club Leader Mihaela Georgescu Viv Jones Sadia Sharif Aaliyah Baker Michelle Hiles Runa Azad Parantina Christouli	Bubbles: EYFS (Nursery & Reception) KS1 (Years 1 & 2) Lower KS2 (Years 3 & 4) Upper KS2 (Years 5 & 6)
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The After School Club runs from the end of the school day (3.00pm - 3.15pm depending on year groups staggered finish time). The charge is £9-00 per session.

If your child is away from school through illness or isolating due to Covid-19, you will be charged the reduced rate of £4-50/session for the sessions missed. However, if the school has to close a bubble following government guidelines there will be no charge.

If a child who is booked to attend the Club is sent home during the school day for behavioural issues a reduced rate of £4-50 will be charged for the session missed.

If a child who is booked in for a session at the Club does not turn up and has been in school during that day, the Club Leader will contact the parent or carer listed on the child information form. Please therefore ensure we have up to date contact telephone numbers at all times. Non-attendance will be charged.

Children will be brought to the school gate at 5.30pm for collection. If a parent or carer arrives after 5.30pm there will automatically be a charge of £9-00 for every 15 minutes, or part thereof, that they are late. However, if parents or carers are persistently late, we reserve the right to re-consider the child's place at the Club.

We appreciate that there may be the odd occasion when parents or carers are unexpectedly delayed. If you believe that you will not arrive at the Club by 5.30pm to collect your child, we would ask that you telephone **07555 856176** to let the Club Leader know.

If a child has not been collected by 6.30pm, an hour after the Club's finishing time, we will contact Social Services who will then make appropriate arrangements for the child.

At the end of the school day, a support worker escorts children from EYFS & Key Stage One classrooms to After School Club. Key Stage Two children are encouraged to arrive at the Club independently.

We are currently unable to offer half sessions.

When the children first arrive at After School Club, the register is taken and the children are encouraged to engage in a quiet activity eg. Reading a book, listening to music. We feel that this will give them time to wind down after the school day.

The After School Club offers a wide range of activities including:- use of computers, outside play equipment, painting, craft activities, junk modelling. We also have an extensive range of construction toys, board games and puzzles.

We will also use feedback from the children who come to the Club to improve or change the activities offered. It is after all their Club and we will try, within reason, to give them activities that they want.

All equipment and toys are inspected, cleaned & sanitised on a regular basis to ensure the safety of your children.

All staff at the Club are always willing to discuss your child's care, any problems that arise and relay messages to and from teachers for children of all ages who attend the Club.

Later in the session, the children are given the opportunity to make their own sandwiches, unfortunately, drinks cannot be provided, however your child can use his/her own water bottle brought into school. They will also be offered a selection of fresh fruit and vegetables. If your child is allergic to any food please ensure that the details are completed on the enclosed form.

In line with food allergen regulations, the Breakfast and After School Club has a record of potential allergens contained in the food and drink provided at the Club. If your child has a food allergy, please speak to the Club Leader who will be happy to discuss your child's needs and share with you the information held on food served at the Club.

Use of Computers

The children are given the opportunity to use computers at the Club where they can access the programmes used during school time and also the internet. The computers have a filter to ensure that the children cannot access unsuitable material and, to further support this, the only games web sites that the children at After School Club are permitted to use are.

Early Years Foundation Stage Children

Children who are younger than Reception age that attend the After School Club, are provided with age appropriate activities.

EYFS staff to child ratios apply.

Behaviour

The Club follows the school's 'Positive Behaviour policy' which the children are all familiar with. If a child receives three Fix It forms in a week during their time at Breakfast or After School Club a meeting will be held with their parents to discuss whether this is a suitable setting for their child.

Child Protection

The staff are always ready to discuss with you any concerns you may have about your child. Our first responsibility is to the children in our care. If we have any concerns

about the welfare or safety of a child, we have a duty to share these concerns with the appropriate authority, in accordance with our Child Protection policy.

First Aid

First Aid will be provided by an appropriately trained First Aider in accordance with the schools 'Supporting Pupils at School with Medical Conditions' policy.

Complaints policy

It is hoped that children, parents and staff can resolve any issues that they are unhappy with, through discussion.

However if a parent wishes to make a complaint they should make it in writing to the Club Leader and give details about the complaint. The matter will be acknowledged and investigated within fourteen days. If there is delay the Club will inform the complainant of the reasons for the delay. The Club will give you a reply to the complaint. The response will be shared with the staff members concerned, with recommendations for any action to be taken. The matter will also be reported to the Schools Governing Body.

If the issue is not resolved the complaint should be made in writing to the Headteacher. The matter will then be discussed at a specially convened committee meeting and a reply will be sent within four weeks. The decision of the management committee is final.

Ofsted has responsibility for ensuring the Club meets the necessary standards and delivers the Early Years Foundation Stage. Complaints about how the Club meets these standards can be referred to Ofsted on telephone number 0300 123 1231.

COVID-19

We will be following government guidance on 'Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak. Please note if a child cannot adhere to the guidelines, we reserve the right to refuse attendance at the clubs.

If you would like your child to attend Breakfast Club or After School Club you MUST fill out this form. Each child must have a form.

Please click on the link below to access the form. Alternatively a paper copy is available from the school office.

<https://forms.gle/TXjebmmZZY4pgdEP9>