



# **Breakfast & After School Club**

**Opening times**

**Breakfast Club – 7.40am to 8.40am**

**After School club - 3.05pm – 5.45pm**

**(Mondays to Fridays)**

**Breakfast & After School Club phone number: 07551 432 227**

**Term time only**

## **Hello and welcome to our Breakfast & After School Club.**

We hope that you find this pack informative and helpful. We have tried to cover any queries that you may have but if not please feel free to contact the school office either by phone 0118 9015545 or email [admin@st-maryallsaints.reading.sch.uk](mailto:admin@st-maryallsaints.reading.sch.uk) and they will be more than happy to help you.

### **Why run a Breakfast & After School**

We cater for all pupils within our school.

Once the children have arrived at the club, which will be run in the School Hall, they will participate in a wide and varied range of activities chosen to meet the needs of the individuals.

Now that you have expressed an interest in our extended school clubs please complete the registration form attached and signed agreement. All bookings must be made in advance by the preceding Friday of the week you would like to book and payments must be made in advance via ParentPay. St Mary & All Saints Primary School also accepts child care vouchers and Tax Free Education payments. Once we have received your signed agreement and registration form, booking will be made available on the ParentPay website.

If you have any queries you can contact the school office on 0118 901 5545, we are happy to help with any queries and we want your child to enjoy their time at the clubs. Should you need to contact the After School Club/Breakfast Club out of hours, please call **07551 432 227** and speak directly to a member of staff.

We are committed to Equal Opportunities and all children are invited to attend clubs where we expect usual school Diamond Rules about safety and respect to be followed. If a child does not respect the school's rules and the Wrap around care provision's charter regarding safety and respect whilst attending, in order for the school to safely comply with safeguarding the other children within the club the school will reserve the right to allow the child to attend the club further.

### **Staffing**

Members of St Mary & All Saints Primary School staff will run both Breakfast and After School Clubs. They are both qualified and meet the criteria to work with children and regularly attend training sessions to update their skills.

### **Children's personal records**

Included in this pack are all the consent and information forms that we need you to complete. We are asking for a lot of information but providing this information will help us to give the best care for your child.

We are required by the Children's Act (1989) Regulation to keep and maintain this information about your child. The information is mainly concerned with their wellbeing. All information given is CONFIDENTIAL and used on a need to know basis. Records are kept locked away and you are free to see them at any given time.

## **Fees**

	Breakfast Club	After School Club
Per session	£3.00	£9.00

All bookings must be made in advance by the preceding Friday of the week you would like to book and payments must be made in advance via ParentPay.

### **Important**

Fees must be paid in advance at the time of booking. All payments need to be made by using the ParentPay facility. The above specification regarding payment and booking upfront will still apply.

❖ **Fees for not attending sessions that have been booked are non refundable**

### **The benefits of Breakfast & After School Clubs**

St Mary & All Saints CE Primary school wrap around clubs offer a childcare facility before and after school hours. They offer children a safe, stimulating place in which to play, learn and take part in activities and creative arts. Our clubs enable children to develop their full potential through positive, social, emotional, physical and intellectual experiences within a stable, secure and relaxed environment.

We are proud to boast a variety of activities for children including arts, crafts, games, construction toys, home corner and outdoor play. We value the importance of play as a way for children to learn and develop their imagination and communication skills.

### **Activities**

With all our activities we will pay close attention to the children's safety and security at all time.

### **Child Protection**

All carers of children have a responsibility to promote the welfare of the children in their care in lines with DfE guidelines. A Safeguarding Policy is in place within the school and all staff are fully aware that they of their responsibility with regard to the safeguarding and welfare of the children by reporting any serious concerns to the Principal. It is the duty of the Principal to make a referral to Social Services if necessary.

### **Complaints**

We will work hard to provide an excellent service for your child. Should you be unhappy about any part of our service please speak to the Principal and we will resolve it as soon as possible. Should this not be the case we do have a complaints procedure in school, a copy of which can be made available to you on the school's website.

### **Contacting and Picking Up**

Should you need to contact the After School/ Breakfast Club please telephone the school office of 0118 901 5545 or if out of school hours **07551 432 227**.

### **Breakfast Club**

- Will run from 7.40 -8.40am. Children on later staggered starts will be supervised and taken directly to their classes.
- Cost will be £3.
- No breakfast will be served. Children must eat before they come to school. All children must bring their water bottle.
- The club will run in the hall. Older children will use their bubbles toilets and the younger children will use the toilets in The Nest (aka as The former Children's Centre)
- **ALL** children must arrive between 7.40 and 7.50am. Due to change of location and other Covid guidance, we will have a member of staff situated at the green pedestrian gate opposite the main office at this time. No late entry will be permitted.
- All bookings must be made in advance by the preceding Friday of the week you would like to book and payments must be made in advance via ParentPay.
- No bookings may be cancelled after booking.
- The school may need to cap the number of bookings in order to comply with Covid guidance regarding managing bubbles.

### **After school club**

- Will run from the end of your child's school day until 5.45pm. This is to allow for extra cleaning and sanitisation after the club.
- Cost will be £9, regardless of pick up time in order to ensure the correct staff to children ratio.
- Food will be served. This will continue to be toast on arrival in the hall after school and a more substantial snack will be served at approximately 5-5.15pm. All children must bring their water bottle.
- The club will be based in the hall but we anticipate taking the children outside for the first hour of care. Older children will use their bubble toilets and the younger children will use the toilets in The Nest (aka as The former Children's Centre)
- **ALL** children must be collected after 4.30pm (children cannot be supervised back to the hall when the children are playing outside) and by 5.45pm at the latest. On arrival at school, you will need to telephone the Wrap around phone number so that we can bring your children to the gate. Due to change of location and other Covid guidance, we cannot use the automatic gate entry system as there is no facility to operate this from the hall.
- Late collections after 5.45 will incur a lateness charge of £5 per 15 minutes.
- All bookings must be made in advance by the preceding Friday of the week you would like to book and payments must be made in advance via ParentPay.
- No bookings may be cancelled after booking.
- The school may need to cap the number of bookings in order to comply with Covid guidance regarding managing bubbles.

Please ensure that you sign your child In/Out using our register.

### **Policies**

Our policies are available on the school's website. These include:

- ❖ Complaints Policy
- ❖ Equality and Diversity Policy
- ❖ Health & Safety Policy
- ❖ Safeguarding Policy



## **Extended School Agreement 20/21**

I have read and understood the contents of the welcome pack. Furthermore I/We agree to:

- ❖ Give up-to-date information about my child/children including any change of emergency contact details.
- ❖ Keep updated on any health/medical information.
- ❖ Pay and book by the preceding Friday for Breakfast & After School Club
- ❖ No bookings may be cancelled after booking.
- ❖ Due to Covid, Breakfast & After School Club will take place in the school Hall
- ❖ Ensure my child arrives for Breakfast Club between 7.40 and 7.50am
- ❖ Ensure my child is collected by 5.45pm prompt every day.
- ❖ Late collections after 5.45pm will incur a lateness charge of £5 per 15 minutes.
- ❖ If no one can be contacted after 6pm Social Services will be contacted.
- ❖ Sign In/Out my child/children every day.
- ❖ Inform the school if my/our child/children are to be absent from either club by phoning 0118 901 5545/**07551 432 227** or emailing [admin@st-maryallsaints.reading.sch.uk](mailto:admin@st-maryallsaints.reading.sch.uk).

To be completed by parent/carer

Child's name: .....
Signed: .....
Date: .....
Print name: .....
Relationship to child: .....

To be completed by Head teacher

Signed: .....
Date: .....
Print name: .....

Thank you for completing all sections of this form