



Breakfast & After School Club

Opening times

Breakfast club – 7:40am to 8:40am

After School club - 3.05pm – 6:00pm

(Mondays to Fridays)

**Please collect your children from the
Children's Centre entrance.**

Term time only

Hello and welcome to our Breakfast & After School Clubs.

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 ask a member of staff who will be more than happy to help you.

Why run a breakfast & after school/childcare club

We cater for all pupils within our school.

Once the children have arrived at the club which will be run in the Children's Centre 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 with the signed agreement.

All bookings can be made in advance by booking via ParentPay **with** payment. St Mary & All Saints Primary School also accepts child care vouchers. Once we have received your signed agreement, booking will be made available on the ParentPay website.

If you have any queries you can contact the school 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 once school has finished 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 Diamond Rules 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
Sibling session (attending same session)	£1.50	£5.00
Short session		£5.00
Sibling short session (3:05pm to 4:30pm)		£3.00

All sessions must be booked and paid for in advance.

Important

Fees may be paid weekly, monthly or termly in advance. All payments need to be made by using the ParentPay facility. The above specification regarding payment and booking upfront will still apply.

- ❖ **Any outstanding payments will incur a £5 administration fee if not paid at the end of each term.**
- ❖ **Non-attendance in either club without informing the school office (do not inform the club staff) will still be charged.**

The benefits of breakfast & after school club

The St Mary's & All Saints out of school 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 DCSF 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 Head teacher. It is the duty of the Head teacher to make a referral to the 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 Head teacher 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 Club at any time, the telephone number is 0118 901 5545 or **(to be confirmed)**.

There is a doorbell on the front door of the Children's Centre. When picking your child up from the After School Club, please ring the doorbell and a staff member will come and let you in to pick up your child.

Please ensure that you sign your child out using our register, and that you know your child's collection code word.

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

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.
- ❖ Pay a minimum of 48 hours in advance of after school club.
- ❖ Give 24 hours' notice of a postponed booking.
- ❖ Ensure my child is collected by 6:00pm prompt every day. Persistent late collection after 4:30pm and 6.00pm will result in a late collection fee £5.00 for every 15 minutes or part thereof.
- ❖ If no one can be contacted after 6:30pm Social Services will be contacted.
- ❖ Sign out my child/children every day upon collection.
- ❖ Inform the school if my/our child/children are to be absent from either club by phoning 0118 901 5545 or emailing 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