

Garton on the Wolds CE (VC) Primary School Breakfast Club and After School Club Policy

Garton on the Wolds Primary School offers the facility of a Breakfast Club on a Monday to Friday from 7.45 – 8:50 am. At 8.50 staff will take the children onto the playground to meet with their class teacher. The school also provides an After School Club held on - Monday to Friday from 3.30 p.m. to 5.00 p.m.

For further information & bookings:

Phone No: 01377 253110

Emergency Contact No (during club hours): 01377 253110

Open to all children aged 3-11 years attending Garton on the Wolds CE (VC) Primary School. *Nursery children by arrangement.

Registration:

A school registration form for each child has been received by the school when the child is admitted to Garton on the Wolds CE (VC) Primary School. Attendance at the clubs represents parental acceptance of the policies and procedures of the clubs.

Sickness & Accident

If a child becomes ill during a session, every attempt will be made to contact one of the people listed on the Admission Form, to arrange collection of the sick child. The child will be cared for until collected. In case of a minor accident, basic First Aid will be administered. In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/carer to advise or discuss the course of action to be taken. An accident book is maintained in our school.

Our school provides good quality childcare in a relaxed, friendly environment, in the school hall or in the school grounds. It is managed by the school. We are committed to offering an equally accessible service to all families which respects the race, gender, religion and culture of each person using the service and will endeavour to do the best of its ability to cater for any special need or disability, in line with the Equal Opportunities Policy which operates in the school.

A range of policy and procedure statements covering such areas as accident and sickness, health and safety, behaviour management and child protection are available to be viewed at the school office during school hours.

All children attending Garton School are eligible to attend the club. Children are supervised at all times by the member of staff responsible for the club until their parent/carer or a named substitute collects them. The club works on a ratio of 1 member of staff to twelve children. All staff have been subject to Disclosure Barring Service checks.

Fees (per child per session):

Breakfast Club – (07.45 – 08.50) £5.00 with Breakfast.

Breakfast Club – (08.00 – 8.50) £3.00 with Breakfast.

Breakfast Club – (08.30 to the start of school) £2.00.

After School club – (3.30 – 4.00 pm) - £2.00

(3.30 – 4.30 pm) - £3.00

(3.30 – 5.00 pm) – £5.00 which includes a snack

This is payable on the day, at the beginning of the week.

Routine & Activities:

At 4.30 children will be given a drink and light snack - fruit or toast.

A range of activities will be available and the children can make a free choice as to what they wish to do. Some of the activities will have been planned and laid out, and others the children can access, as they wish, from the selection available. Examples of the sorts of activities are: Craft (e.g. mask making, painting), cookery, gardening, board games & puzzles, computer activities, construction e.g. Lego, K'nex, and outdoor activities in appropriate weather.

Staffing:

As above.

The above staff are responsible for the day-to-day running of the clubs. All staff are First Aiders and First Aiders are on site during club hours.

Garton on the Wolds Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Complaints Procedure:

A Complaints Procedure exists, in the first instance any complaint should be made to the Headteacher at Garton on the Wolds CE (VC) Primary School stating the name of the people involved, the relevant dates and the nature of the complaint.

Further details regarding the procedure can be found in the Complaints Policy.

Garton on the Wolds CE (VC) Primary School - Breakfast and After School Club Agreement for Parents

Aims:

- To support parents by providing before and after school childcare from 07.45 – 08.50 and from 3.30 – 5.00 pm.
- To provide planned play activities.
- To offer the children a light snack at the end of the school day in a safe and friendly environment.

Ground Rules:

1. Both clubs will be run by Garton on the Wolds CE (VC) Primary School.
2. Both clubs will operate for children attending Garton School only.
3. Membership of the club is available to children when they start in Foundation Stage Two. Foundation Stage One children by arrangement with the Headteacher.
4. After 4.30pm the club will provide a light snack.
5. Activities may be to assist learning e.g. homework, reading, drawing, playing board games, art and craft, sports, or similar activities.
6. Staff will be responsible for the care and management of children, treating them with respect at all times. Children will not be allowed to leave the before or after school club room to play outside unsupervised.
7. There will be two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to.
8. All children are expected to behave well, show respect, be polite, look after equipment and resources, be co-operative and courteous to staff and to each other.
9. The charge for Breakfast Club is dependant on arrival time and ranges from £2.00 to £5.00
The After School Club charges are dependant on collection time and range from £2 to £5.00
10. Places for both clubs can be booked on the day, at the beginning of the week or each half term. You may book by letter, telephone or call in to the school office during school hours.
11. The school reserves the right to exclude a child if fees are not paid.
12. At the end of the school day all children will be collected and taken to the school hall.
13. If you think you are going to be late collecting your child you must call the school office – 01377 253110. Parents who are late collecting their children will be charged an additional fee of £5 per half hour to cover our additional staffing costs.
- Places will be withdrawn if children are regularly collected late.
14. Parents are asked to keep the school informed of any change of emergency contacts via the school office.
15. Parents must collect their children from the school gate or name an alternative person to collect their child. If there is any change to this arrangement the school must be notified beforehand.
16. Occasionally photos may be taken of the Breakfast or After School Club children for display purposes. If you object to your child being photographed please ensure the club leader knows.
17. In the event of a parent wishing to make a complaint, this should be made to the Headteacher, Mr Baxter.
18. The Breakfast Club will provide a healthy breakfast and activities. Children will not be allowed to leave the Hall to play outside unsupervised.
19. The club will comply with environmental health food safety standards.
20. There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to.
21. Breakfast will finish being served at 8.20am.
22. Parents are asked to show agreement with these ground rules by signing and returning a copy of this policy.
23. In the event of a parent wishing to make a complaint, this should be made in the first instance to the member of staff organising the club. If a parent is still concerned then the matter should be taken to Mrs Curtis, School Business Manager.

These Ground Rules are agreed on behalf of

..... (Name of child)

Signed (Parent)