



'Be the best you can be'

CARE - COURAGE - RESPECT - RESPONSIBILITY

INFORMATION

Breakfast and After School Club

BREAKFAST CLUB STAFF

Lauren Aspell - Play worker

Katie Ackland-Snow - Play worker

Headteacher:

Governor Representative:

Finance Officer:

Administrators

AFTERSCHOOL CLUB STAFF

Lauren Aspell - Play worker

Rachel Waters - Play worker/ Catering

Tracy Heapy-Gibson - Play worker

Tracey O'Loughlin - Play worker

Jo Pinnell - Play worker

Mrs Nicola Dobson

To be advised

Katie Gilbert

BC - Sammy McIntyre
ASC - Sammy McIntyre

SESSION TIMES

Breakfast Club 7.45am* – 8.35am

*(7.30am start by prior agreement only with the Headteacher at a cost of £1.00 extra per session).

Afterschool Club 3.00pm – 5:30pm

Please note that the clubs cannot be responsible for children outside of the session times.

BREAKFAST CLUB (BC)

- 7.45 am Arrive and register in the school hall. Please arrive by the Year 4 & 5 door no earlier than 7.45am unless by prior agreement (see 1st page).
All children must be signed in by parent/carer on arrival.
A member of staff will supervise arrivals and take any messages for teachers, After School Club etc - these are passed onto the relevant staff.
- 7.45am Breakfast available.
- 8.15 am Serving breakfast finishes; children help clear away and can play.
- 8.25 am Children start to tidy up.
- 8.35 am FS and KS1 are taken to class. Key Stage 2 children will walk down to class.

AFTER SCHOOL CLUB (ASC Rough guideline)

- 3.15 pm Reception and KS1 children will be delivered to ASC by a member of staff.
- 3.15 pm KS2 children will make their own way to ASC.
- 3.15 pm All children signed in by staff on arrival.
- 3.30 pm Free Play – outside area available (weather permitting).
- 4/4.15pm Children all sit together for a light snack; usually fruit, salad, yoghurt, toast or wraps etc
- 4.30pm Snack away and children tidy up. Free play in outside area, limited TV time/ computers. Other activities freely available.
- 5.00pm Free play outside or indoor activities including Lego, toy cars, arts and crafts, books, junk modelling, etc.
- 5:30 pm** All children **must** be collected (and signed out by parent/carer) by this time.

Note:

If a child is to attend a teacher-led / private club at school, then the FS / KS1 children will be collected from the club, KS2 children are to make their own way to ASC at the end of the session. If the club is cancelled, then the child will go directly to ASC.

COST per session: BC - £4.50 * Early start £5.50 see page one for info.
(Correct as at 31.8.20) ASC - £11.00

AFTER SCHOOL CLUB – COLLECTING CHILDREN

Children can be collected at any time at the Club's main door (Y2/3 entrance).

Children must be collected and signed out by the parents/carer **no later than 5:30pm.**

Late collection: After 5:30pm there will be a charge for late collection.

£5.00 for the first 15 minutes, £1 every 5 minutes thereafter.

If a child is not collected 30 minutes after the end of the club and we cannot get hold of parents or emergency contacts, the school may contact the police and / or social services.

During the hours of Breakfast and After School Club parents can speak to club staff on the school telephone number 01235 813367 Option 5.

HEALTHY EATING

The clubs recognise the importance of healthy eating and a balanced and nutritious diet. We follow the healthy eating for schools recommendation. We will endeavour to make a variety of foods available. All children will be offered plenty of fruit and low fat and low sugar options.

The club and its staff are committed to embracing the cultural and religious diversity of the families who use our services. We will work with parents / carers to ensure that any particular dietary requirements are met.

BREAKFAST MENU

The breakfast menu will be monitored regularly to ensure that the options available are always in line with the school's healthy eating policy.

Choice of 4 cereals, toast and a choice of low sugar marmalade or jam, marmite or low fat spread. Where possible, fresh fruit provided will be fruit in season. Drinks will be fruit juices, milk or water. Yoghurts are always available as well as raisins.

AFTER SCHOOL CLUB MENUS

The after school club will be monitored regularly to ensure that the options available are always in line with the school's healthy eating policy. Where possible, fresh fruit provided will be fruit in season.

Children are encouraged to help themselves from the food trolley at snack time. For example; bagels with cheese or ham, wraps with a choice of fillings, toasted tea cakes. Salad, fruit and yoghurts are available every day. Milk or water is available to drink.

ILLNESS

You should not bring your child to the Breakfast or After School Club if they are ill. If your child has sickness / diarrhoea, please allow 48 hours after the last bout of illness before returning. If your child is taken ill during the session you will be contacted so that you can take your child home. Sessions will still be charged for.

CLOTHING AND POSSESSIONS

Your child will be responsible for looking after their own possessions. Foundation Stage children will be supported in this. Please ensure they have a coat with them in winter, and all clothing is named.

ACTIVITIES ON OFFER

The Breakfast and After School Club will provide a variety of activities that will help to stimulate and entertain the children.

Activities may include:

Reading

Construction toys i.e. Lego, Knex

Board Games

Cars and garage

Drawing and colouring and other craft facilities

Dolls and Dolls' House

Other "In Trend Games"

Limited access to TV and chromebooks

Use of the outside area for the After School Club Children depending on the weather

Our objective is for the Breakfast Club children to arrive in class calm and stimulated, ready for the school day.

Our objective for the After School Club children is to provide a calm and relaxed setting for them to unwind after their school day.

ADMISSIONS AND FEES

The Breakfast and After School Club is committed to providing a fair and open system that offers a competitively priced and good value service. As a provider of registered childcare, we both encourage and actively support eligible parents / carers claiming and taking up the childcare element of the Working Tax Credits.

ADMISSIONS

When a parent / carer contact the club enquiring about a place for their child, they will be given all the relevant information, including details of the Admission and Fee Policy. They will also be informed of whether a suitable place will be available for their child.

If a suitable place is available, the parent / carer and, where possible, the child will be invited to visit the club and speak to all members of staff. If the parent / carer agree to abide by all the terms and conditions of admissions, including the level of fees and arrangements for payment, they will be asked to complete and sign the Registration Form to confirm the child's place.

Parents / carers will also be encouraged to complete and sign the Emergency Medical Treatment Form.

Once the admission is secure, the parent / carer will be contacted to arrange a date for the child's first session at the club.

CRITERIA FOR ADMISSION

When a parent / carer makes an enquiry about a place for their child the following criteria must be followed.

Any special circumstances or ambiguities will be considered and resolved by the Chairperson:

A Registration Form must be completed before a child attends the Club.

Regular bookings may be made for up to half a term.

Payments can be made by Voucher, cash, cheque (made payable to Oxfordshire County Council) or ParentMail, at the time of the booking and handed to the school office.

Provided there is a vacancy, casual bookings may be made available by emailing office.3249@hagbourne.oxon.sch.uk or phoning the school office, in the first instance.

Assistance/queries within club hours please call the school telephone number 01235 813367 Option 5.

Places are available on a “first come, first served” basis, subject to the following priorities:

- Children already using the club; regular bookings have priority over ad hoc bookings
- Siblings of children using the club
- Special requests made by the Headteacher

When the club is full, applicant’s names will be placed on a waiting list until a place is available.

A child’s name may be placed on the waiting list up to one term before they start school.

A child’s registration for the club may be withdrawn and the child dismissed from either club if we issue more than one written or verbal warning for any of the following reasons:

- Non-payment of fees
- Behaviour problems which have not been able to be resolved (see Behaviour Policy)

Appeals under this policy should be addressed to the Chairperson.

WAITING LIST

To ensure that admissions to the club are offered on a fair and transparent basis, the following procedure will apply:

- Parents / carers will be encouraged to submit their request for a place in writing. The details of this request will be placed on the waiting list, in the order they are submitted.
- The waiting list will be kept and used on a “first come, first served” basis. The club will advise the parent / carer of how long they are likely to wait before a suitable place becomes available.
- This information will be an estimate and will not constitute a binding agreement from the club.
- When a vacancy at the club becomes available, the parent / carer whose child is suitable for the place and is highest up on the waiting list, will be informed.
- If the parent / carer still wishes to take up a place for their child, they will be asked to complete the Admissions Form and follow the admissions procedure set out above.

- If the parent / carer concerned no longer wishes to take up a place the parent / carer of the next suitable child on the list will be contacted.

CANCELLATIONS AND/OR NON ATTENDANCE

If a one off request is received for cancellation of a regular place, with at least one week's notice, we will give credit against another session as long as a suitable place is available (only one session per term carried over).

Full cancellation of a regular booking requires one term's notice.

We cannot give refunds.

FEES

The club understands that the cost of registered childcare may seem expensive to a parent / carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the club, it must ask that parents / carers respect its policy with regard to paying fees.

- The level of fees will be set by the Committee and the School Governing Body. They will be reviewed annually and / or in line with the Business Plan Financial Projections.
- The club will be sympathetic to alternative payment requests. Parents / carers wishing to negotiate this should arrange a meeting with the Finance Manager at the earliest possible opportunity.
- If the parent / carer chooses not to take up a place that has already been booked the club reserves the right to charge a non-attendance fee. Only one session per term can be carried over to the next term.
- In the event of school closure, e.g. snow, sessions cannot be credited back.
- If the fees are not paid on time, the club will notify the parent / carer verbally and if necessary in writing and request payment at the earliest possible opportunity.
- The Club has the right to issue a formal warning to the parent / carer and inform them that the continued late payment will result in their child's place being forfeited.
- If the fees are paid persistently late or not at all with no explanation, the Club will be forced to terminate that child's place. Under exceptional circumstances it may be agreed to allow the child to continue until the end of the week.
- Parents / carers are encouraged to speak to a member of the management team if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents / carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid losing their child's place.
- Children who are entitled to Free School Meals (FSM) or who have ever been in receipt of FSM are entitled to half price fees. (Contact Lynda in the school office for more information, if

you think this applies to you).

- Payment of fees should be made weekly or termly, on the first day of the week / term.
- Occasional users must book at least one day in advance and payment to be made on the day in a sealed, named envelope. This must be handed in to the school office. An invoice will be issued at the start of the term as a reminder that fees are due.

COMPLAINTS

We hope your child will have an enjoyable time in the Breakfast Club / After School Club. If there is a problem please speak to a member of staff at the earliest opportunity so that they can sort things out. If you have a complaint that cannot be resolved in this way, please complete the Complaint Form attached below and return to:

Chairperson, Hagbourne CE Primary School Breakfast / After School Club,
c/o Hagbourne CE Primary School, Main Road, East Hagbourne, Didcot, Oxon, OX11 9LR
Full copies of all these policies are available on request.

Please note: Breakfast Club and After School Club are managed by Hagbourne CE Primary School and Governing Body.

POLICIES

BEHAVIOUR POLICY

Hagbourne CE Primary School Breakfast and After School Clubs recognise the importance of positive and effective behaviour management strategies in promoting the children's welfare, learning and enjoyment. The approach to managing behaviour is consistent with that of the school.

Rationale

The vision of Hagbourne CE Primary School states that children should be well behaved. We believe that children have the right to feel safe, to be treated with respect and to learn. Our behaviour policy tells us how to establish a social and learning environment which secures these rights. Good behaviour is essential for good relationships and an orderly school community.

Children behave well when:

- They feel good about themselves
- They are happy
- They understand the needs of others
- They respect people and places
- They are honest about their behaviour

Guidelines

- Staff and children will work together to establish a clear set of club rules. These will be reviewed on a regular basis to ensure ownership. These should include:

- a. How and who will collect and put away equipment
 - b. Movement around the room and throughout the school
 - c. Going to the toilet and supervision to ensure the toilets are used properly
 - d. How we treat each other.
- o Emphasis should be on expecting, noticing and praising positive behaviour
 - o All adults and children are required to follow these rules

Responding to negative behaviour

- o Respond calmly and consistently to appropriate and inappropriate behaviour
- o Stop disruptive behaviour promptly
- o Use effective interventions starting with the least intrusive:
 - Show displeasure through glance, gesture or expression
 - Defusing the situation with humour or affection
 - Refocusing interest / attention
 - Move of place
- o When tackling misbehaviour, describe the behaviour to the child to make them more aware (Don't ask "why")
- o Staff will work as a team by discussing incidents and resolving to act collectively and consistently

Sanctions when an incident of negative behaviour occurs:

Verbal reminder of the club rules, allowing the child to explain themselves;

Explain that such actions have consequence for others and themselves;

If child continues then move the child to sit next to a member of staff;

Child taken to work in another part of the room for a short period of time;

Parents / carers informed verbally or by letter;

If bad behaviour persists then a meeting will be called with the parent / carer;

If the behaviour is such that the child is a danger to her / himself or others then it will be immediate dismissal from Breakfast or After School Club.

Responsibilities

Children have a responsibility for their own behaviour. They must respect the rights and feelings of others.

Adults have a responsibility for establishing and maintaining an environment in which children are happy, well behaved and work hard to achieve their best.

Adults need to remember they are role models and to make every effort to set a positive example by being friendly, polite, showing respect and valuing each child.

See also:

1. Good Behaviour Codes for Foundation Stage, KS1 and KS2 including anti-bullying statement
2. Lunchtime Guidelines
3. LA Guidance
4. Reporting arrangements for physical assault on staff.

SAFEGUARDING POLICY

Available from school on request

HEALTH & SAFETY POLICY

Available from school on request