



## Breakfast Club

And

## After School Club



## **Winford Church of England Primary School Breakfast and After School Club**

### **About the Clubs**

We aim to provide high quality care at the beginning and end of the school day between 7.30 – 8.45 am and 3.00 - 6.00pm except Fridays as the club closes at 5.00pm on a Friday. The purpose of the clubs is to give parents a reliable and secure childcare facility. Both clubs are for the sole use of pupils attending Winford Church of England Primary School.

**Breakfast Club** has been running since September 2015. Children have a choice of healthy breakfast cereals or toast and a fruit or milk drink and a “Fun Friday” breakfast choice of bacon, eggs or pancakes. Each child is encouraged to serve him/her self and to help with the clearing up afterwards which helps to teach essential life skills including personal hygiene and hygienic food preparation. The children also learn to socialise with others whilst enjoying a meal.

**After School Club** has been running since September 2013. The children are able to help prepare a healthy snack and drink and have access to a range of activities. Homework can be completed independently at the club but if it is a busy evening, staff may not be able to supervise on a one to one basis.

Both clubs operate within Winford Church of England Primary School and run from Monday to Friday during term time.

Please note that the classrooms and teachers will not be available during club running times.

The clubs are committed to providing:

- Care and activities that put the needs and safety of the children first;
- A healthy breakfast in the morning and healthy snack after school;
- Activities that are fun and interesting;
- Access to a variety of resources and equipment under safe, supervised conditions;
- Staff that are experienced, well trained and supported;
- An environment where all children are included;

Keys to success for the club will include:

- Providing a happy, safe, warm and stimulating environment for all children to play and develop freely;
- Helping children to take responsibility for themselves and their actions in order for them to become confident, independent and co-operative individuals;
- Encouraging children to have respect for themselves and others;
- Working in partnership with parents/carers in order to provide high quality care for their children;
- Ongoing monitoring and evaluation to ensure the needs of the children are being met;
- Listening and responding appropriately to the views and concerns of the parents/carers;

- Keeping parents/carers informed of the policies and procedures of the club, including fees and charges;
- Sharing and discussing the child's progress and experiences along with any difficulties that may arise with the parent/carer and if appropriate the child's classteacher.

### **Contact Numbers**

Contact numbers for the Breakfast and After School Club are the same as for the school. Any queries, questions or to report absence should be made to the school office on **01275 472730**. Please leave a message if you telephone after 3.00 pm, messages are monitored regularly.

### **Bookings**

Bookings are made in termly blocks providing we have places available, whilst ad-hoc bookings need to be made with 24 hours notice and can only be accepted if there is an available place on the day required. A booking form **must** be completed and can be sent in by email or paper copy.

### **Staff**

Miss Thomas, Miss Edwards, Mrs Masters, Mrs Fry and Mrs Dawson have suitable qualifications and experience in childcare, education and first aid. All Breakfast and After School Club staff (permanent or temporary) undergo DBS checks, hold suitable qualifications and know the procedures for reporting child protection concerns to the school's Child Protection Officer.

All staff treat children as individuals with equal respect; our partnership with parents is highly valued.

### **Behaviour**

The children will be expected to adhere to the school behaviour policy.

### **Fees**

**Breakfast Club - £5.25 per child per session**

**After School Club - £12.50 per child per session (£10.50 for siblings)**

**After School Club (Fridays only) - £9.00 per child per session as the club closes at 5pm.**

Payment for both clubs should be made via our online paying system, Parent Pay. Charges will be put on the system the week following your child's attendance and should be paid within 2 weeks. Please speak to the school office if you have any difficulties logging on to Parent Pay.

If fees are not paid within the requested time, your child's place will be terminated. Under exceptional circumstances the club may agree to allow the child to continue to attend the club only for the remainder of that week.

In line with our school policy, if your child has sickness and/or diarrhoea, we request that you keep him/her away for 48 hours after the last episode; this will help prevent the spread of illness.

### **Collecting your Child**

If you are unable to collect your child or you are sending someone in your place, you must inform the Club Leaders in advance. We are unable to hand over your children to anyone other than you unless we have your permission.

### **Late Collection Fee and Cancellations**

Please note that there will be a penalty charge incurred if you arrive late to pick your child up from After School Club. A charge of £7.50 will be made if a child is still left at the club after 6 pm and will increase thereon by £7.50 after each 15 minute interval. To avoid this extra charge, please make sure you collect your child on time

Cancellations must be given in writing (email or note/letter) with at least 24 hours notice. The school reserves the right to charge when a booking has not been cancelled but the child does not attend unless there are exceptional circumstances.

For school closures such as inset days, extreme weather conditions etc, the clubs will also be closed and you will not be invoiced for these days.

### **Absences**

You must notify the school's office by phoning on 01275 472730 if your child is absent.

### **Belongings**

Please ensure your child belongings are contained in their book bags and any kit required for after school clubs are in closed bags. This will help prevent your child's belongings from going missing.

### **Social Development**

Our clubs recognise the importance of positive and effective social development strategies in promoting children's welfare, learning and enjoyment. We believe that children flourish best when their personal, social and emotional needs are being met and where there are clear appropriate expectations for their behaviour.

The intentions of our Social Development aims are to help children to:

- Develop a sense of caring and respect for one another.
- Build caring and co-operative relationships with other children and adults.
- Develop a range of social skills and help them learn what constitutes acceptable behaviour.
- Develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

All members of staff will treat children with respect and sensitivity and are expected to behave in a responsible manner.

### **Equal Opportunities**

The club is committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community. We welcome the diversity of family lifestyles and work with all families. We encourage and support staff to act as positive role models to children by displaying and promoting tolerant and respectful behaviour, language and attitudes and challenging any discriminatory incident.

### **Child Protection**

Every child has the right to be protected. It is our duty to report anything we see or hear that leads us to think that a child may be neglected or suffering physical, sexual or emotional abuse.

### **Health and Safety**

The club takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. All staff will be familiarised with the school

health and safety policy as part of their induction and can be expected to act in accordance with this at all times.

### **Accidents**

Any minor accidents will be dealt with and recorded and the child's parent/carer will be informed by a note in the child's school diary and the school will be informed. In case of a more serious accident, the appropriate action will be taken and the parent/carer informed immediately.

### **Illness**

If a child is ill during a session, the parent will be contacted and the **club will ask the parent/carer** to collect the child immediately, with the understanding that the child will be accepted back at the club when he/she is fit. This action is necessary for the protection of other children from infections and illnesses. Please inform the school office if a child is unwell and will not be attending school or either of the clubs.

### **Medication**

If your child is taking any medication then please ensure that an Administering Medication form has been completed in the school office. Medication will not be given without the written authority of the parent/carer.

### **Accessibility of Policies and Procedures**

The After School Club follows and works in line with all of the school policies and procedures which are available to all parents on request and can be viewed on the school website [www.winford.n-somerset.sch.uk/](http://www.winford.n-somerset.sch.uk/)

### **Feedback**

Appropriate evaluation of the Breakfast and After School Club will be carried out including the impact of the children that attend e.g. attendance/behaviour through regular forums with the school and regular feedback from parents/carers and the children attending the club. This will be done through talking to the parents/carers and the children on a regular basis.

### **Complaints/Concerns**

The club will follow the school complaints policy.



Felton Lane, Winford  
Bristol, BS40 8AD  
Tel: 01275 472730  
Absence line: 01275 476580  
Fax: 01275 476589

Headteacher: Mr N Gardner  
E-mail: [office@winford.n-somerset.sch.uk](mailto:office@winford.n-somerset.sch.uk)

**BREAKFAST/ AFTER SCHOOL CLUB BOOKING FORM**

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

I would like to book my child in for the following regular sessions:

Please tick as appropriate

	Breakfast Club	After School Club
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

I would like to book the following dates if places are available:

Specify any dates on an ad-hoc basis

Date	Breakfast Club	After School Club

I agree to pay the fees for my child's attendance at either of the clubs on ParentPay within a week of their attendance.

Signed: ..... (Parent/Carer)

Date: .....