



# SSPP After School & Breakfast Club Information

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## **Mission Statement**

The After School and Breakfast Clubs at SS Peter & Paul Catholic Primary School aim to care for the children who attend these clubs and support their families before and after school during term time. We seek to work in partnership with all families, in providing high quality care and a stimulating environment for children.

We aim to ensure all children are in a caring environment, which enables them to learn and develop through their play and socialisation with other club members. We aim to provide a happy, safe and stimulating environment for all children to play, learn and develop. We encourage the children to foster a positive attitude and respect for both themselves and other people.

## **Opening Times**

SSPP Breakfast Club opening hours are 7.45 – 8.50am.

SSPP After School Club operates until 5.45pm.

Both clubs are based within the school site and cater for children from Reception class through to year 6. Children can enjoy a varied activity programme and have access to a very large outdoor area for supervised outdoor activities and games (weather permitting).

The clubs provide a warm and safe environment where children are happy and receive stimulation levelled at their age and development. The children are supervised at all times by qualified and experienced staff.

## **Our Service**

- We will provide an opportunity for the children to settle in and to discuss their day's events.
- We will provide a healthy breakfast (breakfast club) and light snack and drinks (After School Club)
- We will encourage your child to be involved in the planning of activities.
- We will provide a wide range of materials to encompass a broad curriculum.
- You will be welcome at all times to discuss our work, and to share your child's achievements and progress.
- We will be consistent and reliable to enable you to have peace of mind.

## **Criteria for Admission**

You and your child are welcome to view the clubs. Appointments can be made by contacting the school office. Where applications for admission exceed the number of places available, places will be allocated in accordance with the following categories in the order set out below:

- Children needing full time places
- Siblings attending the Club.

## **Fees**

<b>Breakfast Club</b>	<b>£3.00 for first child</b> <b>£2.50 for 2<sup>nd</sup> sibling</b> <b>£2.00 for 3<sup>rd</sup> sibling</b>
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<b>After School Club</b>	
<b>3.00 or 3.30 until 4pm</b>	<b>£2.50</b>
<b>3.00 or 3.30 until 4.30pm</b>	<b>£4.00</b>
<b>4.30 until 5.45pm</b>	<b>£4.00</b>

**A 10% discount will be offered for full time places**  
**A 10% sibling discount will also apply.**

If your child attends an after school club run by the school, e.g gymnastics, the charge for attending the after school club following the gym club will be for the last session only i.e. 4.30 until 5.45 = £4.00. (Sports club fees are payable in the normal way).

Sessions need to be booked each half term in advance. Payment will be invoiced at the end of each half term, payment details are shown on the invoices. Childcare Voucher payments are accepted.

- If payment is not received promptly, your child will not be admitted to either club until payment has been received or you have made telephone contact with us. If payment is not received or no contact made, your child's place may be allocated to a child on our waiting list.
- As much notice as possible is required if you wish to terminate your child's place at either club.
- As much notice as possible is required if you wish to alter the days on which your child attends clubs.

Fees will be reviewed annually and parents will be informed a month in advance of any change. You may be eligible for the Childcare Tax Credit to assist with childcare fees. Further information or a claim pack can be obtained through [www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits) or call the Tax Credit helpline on 0845 300 3900

## **Drop off/Collection of Children**

Breakfast club will be held in the school hall, entrance will be via the main entrance. You may park on the turning circle before 8.30, and you will need to escort your child/children into the school and sign them in.

After School Club will either be in the School Hall or the library if the hall is being used for a sports club. Children can only be collected by adults who are known to staff. If it is necessary for someone else to collect your child, we respectfully request that you introduce them to the staff prior to the collection. The person collecting the child may be asked for identification.

All authorised persons collecting children will be asked to sign out, indicating the child has left for the day.

## Late Collection

Parents running late to collect their child/children from After School Club must inform us as soon as possible. The club reserves the right to charge for late collection in order to cover staff time. A late collection fee of £10 for the first 15 minutes will be invoiced followed by £5 per subsequent 15 minute period.

If you need to contact After **School Club** regarding any changes to your pick up arrangements for that day could you please follow the procedure below:

- Prior to 4.30pm please telephone the main office 01952 386450.
- After 4.30pm only, please contact After School Club directly on **01952 386454**. Please note that the club may be taking part in outside activities so if you are not answered immediately you may need to try again.

**Please ensure you have the correct numbers with you at all times when your child is in After school club as these are the numbers you will need to ring to reach After School Club out of normal school hours.**

- Please do not use the After School Club telephone line at any other time as it will not be in operation.
- For all booking/invoicing queries etc, please contact the school office during the school day.

**Persistent lateness may result in loss of placement.**

## Absence

It is with regret that full fees remain payable in the event of your child's absence or sickness if sessions have been pre booked.

## Partnership with Parents

We are always happy to receive your suggestions and ideas. From time to time we will issue a survey to obtain your feedback on the club so that we can improve the service we offer you and your child. Our policies and procedures are always available for you to view.

## Partnership with Children

Children are involved in decision making as much as possible. Children are involved in creating the activities programme and weekly menu for the Club. The school rules that the children have in place for behaviour and dealing with bullying are followed through at the after school club. Children are encouraged to share their ideas and to make suggestions on improving the Club. The after school club staff will always make time to listen to and talk with your child.

## **Food and Nutrition**

The cost of breakfast and/or snacks is included in the club's fees. We will provide a nutritious breakfast and/or snack for the children, for example: cereals, yoghurt, fresh fruit, bagels or toast with juice or milk. The snacks will vary each day to ensure your child is offered and can experience a wide range of foods.

Parents and children are encouraged to let us know their food preferences and dislikes so that we can endeavour to meet this wherever possible. Please notify us if your child has any special dietary requirements or allergies.

**Children will not be allowed to bring in their own food and drink into the club.**

## **Medicine and Sickness**

Should your child become unwell whilst at the club a member of staff will contact you. You will be requested to collect your child only if necessary.

We will **only** administer prescribed medicines. If your child has been prescribed medication which needs to be administered whilst they are in school you need to complete a MED1 – consent to administer medication form.

## **Equal Opportunities & Inclusion**

We operate an equal opportunities policy where we work towards eliminating discrimination based on sex, race, culture, religion, disability, age, marital status and nationality. This will be achieved by promoting positive self-image, self-esteem and anti-discriminatory practices and by respecting each other's diversity, languages, cultures, beliefs and principles. Should we identify a child with any special educational needs we will endeavour to support the child and work closely with parents and other relevant agencies.

## **Staff**

All staff are suitably qualified and experienced. Staff participate in an ongoing training programme ensuring that best practices are implemented at all times. Members of staff are required to conduct themselves at all time in a professional, courteous, helpful, warm and consistent manner and staff will dress appropriately for working with children and with regard of health and safety issues.

## **Accidents & Incidents**

Any accidents or incidents involving your child will be recorded in our accident / incident register.



# SSPP Breakfast and After School Clubs Enrolment Form

Name of Child:	Address:
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Please give the details of those who have parental responsibility for your child:

**1. Parental Responsibility - Name**

\_\_\_\_\_

Relationship to Child \_\_\_\_\_ Mobile Phone Number \_\_\_\_\_

Work Phone Number \_\_\_\_\_ Home Phone Number \_\_\_\_\_

**2. Parental Responsibility - Name**

\_\_\_\_\_

Relationship to Child \_\_\_\_\_ Mobile Phone Number \_\_\_\_\_

Work Phone Number \_\_\_\_\_ Home Phone Number \_\_\_\_\_

Please give the details of adults you authorise to collect your child on your behalf and who may be contacted in an emergency where parents are unobtainable. Parents will always be the first priority unless advised otherwise.

Emergency Contact Details:	
Name & Relationship:	Phone No:
Name & Relationship:	Phone No:
Name & Relationship:	Phone No:

Child may be collected by:	
Name & Relationship:	Phone No:
Name & Relationship:	Phone No:
Name & Relationship:	Phone No:

Please confirm all contacts have given their consent to you to pass on their information Yes/No

Medical Details:	
Doctors Name:	Phone No:
Known Allergies:	
Medical Conditions:	
Please list any food and drinks that your child cannot consume for medical or religious reasons:	
Any other details to be aware of:	

By signing this booking form I commit to pay for the sessions taken. I have read and accept the information given in the SSPP After School and Breakfast Club Prospectus.

Parent/Carer Signature:	Date:
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Parent/Carer Print Name :	
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**SS PETER & PAUL CATHOLIC PRIMARY SCHOOL**

**Code of conduct for SSPP After School Club**

I will :

- Act in a responsible manner, respecting both adults and children
- Stay in the confines of the allocated club area, both inside and outside
- Be aware of my and others safety at all times
- Be polite and speak with respect to everyone at all times
- When eating, stay in the allocated seating area
- Share resources with everyone
- Contact the club staff first if I have any concerns
- Remember a tidy room is a safe and pleasant environment to have fun

Name \_\_\_\_\_

Signed \_\_\_\_\_ (parents to sign for KS1)

**SS PETER & PAUL CATHOLIC PRIMARY SCHOOL**

**Code of conduct for breakfast club**

I will :

- Act in a responsible manner, respecting both adults and children
- Stay in the confines of the allocated breakfast club area, both inside and outside
- Be aware of my and others safety at all times
- Be polite and speak with respect to everyone at all times
- When eating breakfast, stay in the allocated seating area
- Share resources with everyone
- Contact my breakfast club staff first if I have any concerns
- Remember a tidy room is a safe and pleasant environment to have fun

Name \_\_\_\_\_

Signed \_\_\_\_\_ (parents to sign for KS1)



## Emergency Evacuation/Closure Procedure

SS Peter & Paul School will make every effort to keep clubs open but in exceptional circumstances, we may need to close at short notice.

The following are possible reasons for emergency closure:

Serious weather conditions

Heating system failure

Burst water pipes

Fire or bomb scare/explosion

Death of a member of staff or child

Assault on a staff member or child

Serious accident or illness

In the event of an emergency our primary concern will be to ensure that both children and staff are kept safe. If it is necessary to evacuate the Club, the following steps will be taken:

If appropriate the manager or session supervisor will contact the emergency services.

All children will be escorted from the building to the assembly point using the nearest safe exit.

No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

A nominated member of staff will check the premises and will collect the register (including emergency contact details) providing that this does not put anyone at risk.

Before leaving the building the designated person will close all accessible doors and windows, if it is safe to do so.

The register will be taken and all children and staff accounted for.

If any person is missing from the register, the emergency services will be informed immediately.

The manager will contact parents to collect their children.

All children will be supervised until they are safely collected.

If after every attempt, a child's parent or carers cannot be contacted, the Club will follow its **Uncollected Child** procedure.

## **Fire Safety and Risk Assessment**

SS Peter & Paul Breakfast and After School Clubs understand the importance of vigilance to fire safety hazards. To this end:

Staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.

Children will be introduced to the fire safety procedures during their settling in period and through regular fire drills.

Fire drills will be conducted at least once a term.

All children will be made aware of the location of fire exits and the fire assembly point.

Fire doors and fire exits are clearly marked, are not obstructed at any time and are easily opened from the inside.

Fire extinguishers and fire alarms are regularly tested in accordance with manufacturer's guidance.

All fire drills are recorded in the fire drill log.

## **Fire prevention**

The Club will take all steps possible to prevent fires occurring by:

Ensuring that power points are not overloaded with adaptors

Checking for frayed or trailing wires

Storing any potentially flammable materials safely

## **In the event of a fire**

A member of staff will raise the alarm and call the emergency services.

The children will immediately be escorted out of the building to the assembly point using the nearest marked exit.

No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

The premises will be checked by the Supervisor and the register will be collected, providing that it is safe to do so.

The Supervisor will close all doors and windows to prevent the spread of fire when they leave the building if it is safe to do so.

The register will be taken and all children and staff accounted for.

If anyone is missing from the register, the emergency services will be informed.

The Supervisor will inform and notify the Headteacher.

## **Uncollected Children Procedure**

SS Peter and Paul After School Club endeavours to ensure that all children are collected by a parent or carer at the end of each session. If a child is not collected, and the parent or carer has *not* notified us that they will be delayed, we will follow the procedure set out below:

### **Up to 15 minutes late**

When the parent or carer arrives they will be reminded that they must call the Club to notify us if they are delayed.

The parent or carer will be informed that penalty fees will have to be charged.

### **Over 15 minutes late**

If a parent or carer is more than 15 minutes late in collecting their child, the Supervisor will try to contact them using the contact details on file.

If there is no response from the parent or carer, messages will be left requesting that they contact the Club immediately. The Supervisor will then try to contact the emergency contacts listed on the child's registration form.

While waiting to be collected, the child will be supervised by at least two members of staff.

When the parent or carer arrives they will be reminded that they must call the Club to notify us if they are delayed, and that penalty fees will have to be charged.

### **Over 30 minutes late**

If the manager has been unable to contact the child's parents or carers after 30 minutes, the manager will inform the Headteacher and contact the local Social Care team for advice.

The child will remain in the care of two of the Club's staff, on the Club's premises if possible, until collected by the parent or carer, or until placed in the care of the Social Care team.

If it is not possible for the child to remain at the Club's premises, a note will be left on the school gate informing the child's parent or carer where the child has been taken (e.g. to the home of a staff member or into the care of a safeguarding agency) and leaving a contact number. A further message will be left on the parent or carer's telephone explaining events.

### **Managing persistent lateness**

The Supervisor will record incidents of late collection and will discuss them with the child's parents or carers.

Additional charges of late collection will be applied.

Parents and carers will be reminded that if they persistently collect their child late they may lose their place at the Club.