



Walton Oak Primary School

# **Breakfast Club & After School Club**

Information Booklet and  
Terms & Conditions

Reviewed and updated June 2021

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## OUR VISION

Walton Oak Primary School is committed to encouraging our pupils to reach their full potential in a safe, inclusive and nurturing environment. Our outstanding facilities and abundance of indoor and outdoor space enables us to provide children with a truly rounded educational experience, catering for the whole child and developing all the skills necessary for a successful future.

## INTRODUCTION

Our Breakfast and After School Clubs, are run by Walton Oak staff of which some also have roles within the school. In this way we are able to offer a consistency and continuity of provision as the staff and children know each other well and share the same expectations as are enjoyed during the school day.

A schedule of exciting and varied activities are devised for the clubs. Children can join in with the planned activities or take time to do their home learning. Many children enjoy playing in the playground outside of the club's room as well as having some quiet time or playing with the range of games and toys.

Walton Oak's before and after wraparound care is flexible and reasonably priced. Children have a choice of breakfasts, snacks and tea and pick up times can vary depending on parent's schedules.

Our Before and After School Clubs are new and could be quite popular; places must be booked a week in advance to ensure we have the correct staffing levels to enable us to fulfil our safeguarding expectations. Should you need to make an amendment within seven days of a booking you will have to call the school office. The facility is non-profit making therefore cancellations made within 24 hours must still be charged to cover the cost of staffing.

**Parents wishing to use the Before and After School Clubs are asked to carefully read the information and terms and conditions in this booklet. The declaration on page 15 must then be signed and returned to school prior to a booking being made.**

Terms and conditions are reviewed annually. There may be occasions when changes to terms and conditions occur prior to the annual review, parents will be notified of any material changes in writing and may be asked to sign and return an acknowledgement.

*Walton Oak Primary School is committed to Safeguarding and promoting the welfare of children. To achieve our commitment, we will ensure continuous improvement and development of robust Safeguarding processes and procedures that promote a culture of Safeguarding amongst our staff and volunteers.*

## **INFORMATION AND TERMS & CONDITIONS**

### **STAFF**

#### Breakfast & After School Club

Breakfast and After School Club Leader

Breakfast and After School Club Deputy Leader

Breakfast and After School Club Team Members

All staff are DBS checked and are subject to Lumen Learning Trust First Aid training requirements.

### **CONTACT DETAILS**

#### Breakfast Club & After School Club Contact Number

Please call school office on 01932 259604 option 2, for enquiries between 8.45am and 3.00pm.

To contact club outside these hours, please call 01932 259604 option 4.

#### Parent Contact Details

Parents/carers must fill out a Child's Registration form on their child's first session at either of the clubs. This form allows us to gain important information about your child's contact details, health and wellbeing.

Registration forms are available from the school office or the Breakfast and After School Club. All information about your child's details is kept in a locked cupboard in the club room and only the authorised staff will have access to these details.

### **OPENING HOURS**

Breakfast Club is open from 7.30am - 8.30am. Breakfast is served until 8.10am.

After School Club then opens from 3.20pm – 6.30pm. These sessions run every Monday to Friday during term time only. The after school provision is open to children aged 4 to 11.

The clubs will not be open on days when children are not expected into school e.g. INSET days, polling days and school holidays (including the last day of term when school finishes at 2.00 pm). Parents will be notified of any other exceptional days via the school newsletter.

### Arrival for Breakfast Club

For parents using the Breakfast Club, please walk your child into the club, sign them in and confirm with the staff member whether or not your child is having breakfast. Please do not drop your child off and ask them to come in on their own.

Parents of pupils who walk to school must first sign a disclosure as the school will not be responsible or liable for the health, safety and well-being of a child until they reach Breakfast Club.

### Arrival at the After School Club

Each day Teachers are all given a list of children who are attending After School Club that day.

All children will be collected by a member of the club staff from their classrooms and escorted to the Little Oaks building, where the register will be taken.

If children are attending an activity club within the school and they are also on the After School Club register for that day, a member of the After School Club staff will collect them at the finishing time and escort them to the After School Club.

If parents have booked their child into the After School Club (ASC) but decide, on the day, to collect their child at 3.20pm instead, the child should still go to the ASC to be registered and the parent should then collect from the ASC and sign them out.

### Dismissal from the after school club and your child's safety

For security and safeguarding purposes if any person other than a parent is collecting a child the parent must notify the school office beforehand between the times of 8.45 and 2.30pm. After 3.30pm parents can also ring directly through to the After School Club on 01932 259604 option 4. We will not allow any child to depart from the club unless we have a form of identification or a password has been agreed with a member of staff.

Adults collecting any child/children must present themselves to a member of staff, they **must** sign their children out and write down the time of departure.

## **CLUB CHARGES**

### Breakfast Club

#### **The current fees are:**

- £4.50 per session. This is for children from 4 - 11 who are attending 7.30 – 8.30am.
- Children requiring breakfast must arrive before 8.05am.

## After School Club

### **The current fees are:**

- Attendance from **3.20 pm – 4.30 pm cost £6.00**. This session includes activities, fruit and drinks.
- Attendance from **3.20 pm – 6.00 pm cost £9.00**. This session includes activities, fruit, drinks and a snack tea.
- Attendance from **3.20 pm – 6.30 pm cost £12.00**. This session includes activities, fruit, drinks and a snack tea.

## Paying by Childcare Vouchers

Breakfast and After School Club can be paid for using Childcare Vouchers. Please contact the school office with details of your voucher provider to arrange this.

## Late Collection Charges

- Please notify the After School Club by ringing the After School Club mobile number if you are unable to pick up your child on time. We appreciate that there will be the *occasional* unavoidable emergency. However, should this begin to happen more frequently you will be charged as if you had booked into the next time slot. In this instance, a £2 administration fee will also be charged. Should you arrive late regularly we may invite you to a meeting to discuss the best option for your child's after school care.
- Late pick up after 6.30pm will be charged at £10 for the first 15 minutes then every 15 minutes thereafter.

## **THE ONLINE BOOKING PROCESS**

### How to make a booking

Bookings for both the Breakfast Club and After School Club can be made using our online portal via Scopay. If you have not already done so you will need to create an online Scopay account for your child using an access letter with a unique pupil code. This information was sent via email to you, or can be requested from the school office. Once registered with the Scopay account, you will be able to make debit/credit card payments directly in to the Breakfast and After school club using the Worldpay facility.

Payments show immediately and you can make bookings many months in advance. Please note that you can only book on SCopay if there are more than seven days before the date of the booking. After this time you must contact the school office.

An online booking instruction guide is attached at the end of this document which is entitled: **"How to book online for Breakfast & After School Club Guide"** or you can download this from the website.

All online bookings must be made one week prior to the day of the session required. Cancellations or amendments can be made online up to one week in advance of the booking.

**Please note there is a limit on the number of places in both clubs which are allocated on a first come first served basis.**

**Please check your booking online afterwards to make sure it has been accepted through the system. We cannot accept responsibility for any mistakes being made and you could risk not having a space for your child.**

### Cancellations & Amendments for bookings

All cancellations & amendments must be made one week before the date of the session you wish to amend/cancel. All cancellations & amendments, out of the one week notice, can be made by speaking with the office staff on 01932 259604 or by emailing [office.waltonoak@lumenlearningtrust.co.uk](mailto:office.waltonoak@lumenlearningtrust.co.uk)

### Late Bookings

We would like to remind our families that the booking and paying for a Breakfast or After School Club session can only be done in advance, there is no drop in option available. However, should you find you require childcare at short notice please call the school office and they will try and find a solution for you.

## **EARLY YEARS FOUNDATION STAGE CHILDREN**

The After School Club is committed to delivering the EYFS as set out in the Statutory Framework for the Early Years Foundation Stage 2014. The EYFS applies to all children from birth through to the end of Reception year.

For those Nursery & Reception children who attend our club the After School Club staff are responsible for:

- Identifying those EYFS children when they are new to the club.
- Support to the children with all EYFS areas of learning and development.
- Offering a mix of adult-led and child-initiated play activities which are appropriate to the child's development.

## **ACCIDENTS AND FIRST AID**

Every precaution is taken to ensure the safety of the children. If your child has a minor injury whilst in our care first aid will be carried out within the club. An injury form will be filled in by the adult who dealt with the incident and you will be informed when you collect your child. A trained First Aider will always be present at the Club and a First Aid kit is kept on the premises. Should your child regularly have toileting incidents you will be asked to remove them from the club until they are able to oversee this independently.



## **ABSENCES FROM SCHOOL**

If your child is absent from school and has been booked into the After School Club please make the office aware that your child will not be attending the club. You can do this by calling 01932 259604, option 1 and leaving a message on our absence line or via email at [office.waltonoak@lumenlearningtrust.co.uk](mailto:office.waltonoak@lumenlearningtrust.co.uk). If you do cancel your booking, the charge will be removed and your child will have a credit for future use in the club.

## **ILLNESS DURING THE SCHOOL DAY**

If your child has been ill through the school day or there has been an emergency and they cannot attend the booked After School Club please send a request to the office in order to credit the session on to your child's account. The office will not automatically know to do this unless a request is received from the parent, please do this by email to [office.waltonoak@lumenlearningtrust.co.uk](mailto:office.waltonoak@lumenlearningtrust.co.uk) .

If a child is showing signs of being unwell whilst they are in the After School Club or Breakfast Club, staff will notify the parent/carer and ask them to collect their child.

Staff at the club cannot administer any form of medication unless the parent/carer has filled in a medication consent form. These forms are available from the school office and will be held there and not in the Breakfast and After School Club.

## **VALUABLES**

### Toys & Books

We ask that children keep special items of interest to them i.e. toys and books in their school bags when they are attending the club. Inside the Breakfast and After School Club room we have a large range of toys and books and sometimes personal items can get lost within these.

## **BEHAVIOUR**

The Breakfast Club and After School Club staff encourage the children to respect themselves and others in a relaxed friendly environment with clear expectations and boundaries. We use the Stay On Green approach for behaviour that is used throughout the school.

### Stay on Green

- All the children have the opportunity to make positive choices about their behaviour and influence outcomes within the Breakfast and After School Club.
- The children who regularly follow the rules of the Breakfast and After School Club are noticed and rewarded.
- The Breakfast and After School Club follow a consistent system which is used through the children's school day.

- The system promotes a less intrusive approach to the management of behaviour and the children are able to achieve rewards which will go towards their whole class reward system.
- The Breakfast and After School Club will implement the same consequences that are used within the main school. This includes the coloured warning system of blue and yellow and red for reflection time.

Further information can be found on our school website.

## **FOOD AND REFRESHMENTS**

We recognise the importance of healthy nutrition for children and for it to be delivered in a calm and friendly environment. We use fresh ingredients and follow the statutory guidelines.

### The Breakfast Club menu

- A selection of healthy cereals which include Cheerios, Weetabix, Shreddies and Rice Krispies.
- Toast with a variety of toppings which include jam, honey or marmite.
- Refreshments include orange juice, apple juice or milk.
- Fromage frais yoghurts.
- On occasion there will be croissants, breakfast muffins and pancakes.

### The After School Club menu

All the children are offered unlimited fruit and drinks throughout their session.

- A selection of fruit which includes apples, oranges, bananas, pears and pineapple.
- Other snacks include raisins and carrot sticks.
- Refreshments include (no-added sugar) orange and blackcurrant squash, apple or orange juice and water

Tea will be served at 4.45pm and meals options will include:

- Plain tortilla wraps filled with a range of fillings. Fillings include: chicken, cheese, lettuce, cucumber, red pepper and tomatoes. Sauces include mayo, salad cream and no-added sugar tomato ketchup.
- Pasta with tuna, sweet corn, cheese, cucumber and sauces.
- Bagels filled with a range of fillings.
- Toast with spaghetti hoops, scrambled eggs or baked beans.
- Sandwiches filled with a range of fillings.
- Fromage frais, frubes, frozen frubes or fruit are offered after the children have eaten their tea.
- Children who attend on a Friday will be offered a chocolate digestive biscuit (optional) as a "Chocolate Friday" treat.

## Special Dietary Requirements

We meet individual dietary requirements. Should your child have a dietary requirement we ask that you detail this on the Parent Declaration form at the end of this booklet when your child first registers with the Breakfast and/or After school club. Should needs change once enrolled, please speak with the Club staff so you can update both your Declaration form and your dietary request form. It is the responsibility of parents to ensure this information is current and accurate and is reflected on the forms required.

## **PARENTAL/CARER INVOLVEMENT**

### Working together with parents and carers

The Breakfast and After School Club's aim is to provide a safe, stimulating and caring environment where children and parents are welcome and valued. We believe that it is important to work together with parents to ensure their children's best interests are met. The After School Club staff are always happy to discuss any parental concerns at the end of their child's session.

### Parental Conduct

The Home School Agreement also covers the provision in the Breakfast and After School Club.

For our Home School Agreement to work and help to ensure the best outcomes for our children, everybody needs to respect the professional relationships required in schools.

Our staff work to the highest expectations of professional conduct and are held to account should their behaviour fall short of our expectations.

We therefore ask that all parents frame questions and concerns in a calm and respectful manner to prevent parental behaviour becoming an issue in itself.

## THE PUPIL SCHOOL AGREEMENT

### *The School agrees to:*

- Provide a safe, stimulating and caring environment where children and parents are valued.
- Ensure that all children are safely escorted over to the After School Club by a member of staff at the end of the school day (or later if they are joining the After School Club after another activity within the school).
- Not allow any child to leave the After School Club with anyone other than the parent/carer unless a form of identification or a password has been agreed between the club staff and the parent/carer.
- Notify parent/carer if your child is showing signs of being unwell making every attempt to contact one of the people listed on the Registration sheet to arrange collection of your child.
- When notified by parents, will credit an account if a child is absent due to being unwell that day or if parents are called to collect their child before 3.20.
- Use the stay on green approach for behaviour.
- Deliver the EYFS to Reception children so that all areas of development are supported.
- Ensure that all children are supervised at all times during club opening hours and their full duration of their stay.

### *Pupil's attending the clubs must agree to:*

- Be kind to others and share the toys and games.
- Always treat the toys and equipment with respect.
- Tell an adult if I have a problem.
- Try to keep the promises we make in the school code of behaviour.
- Respect myself, all staff and other children and behave sensibly at all times.

## **SUMMARY OF BREAKFAST CLUB AND AFTER SCHOOL CLUB TERMS AND CONDITIONS**

### Booking

- Bookings should be made online via Scopay a week in advance of the sessions required.
- There are limited spaces available which are allocated on a first come first served basis, priority is given to staff members.
- Bookings can be made up to a term in advance providing there is sufficient money to cover the bookings.

### Payment

- Payments must be made online immediately.
- Payment can be made by childcare vouchers, please see club charges for more information.
- If a child goes from any school activity club to the After School Club at 4.15 (approx.) the full amount for an after school session must still be paid.

### Changes to the booking

- Cancellations due to a child's illness will not be charged if the office are informed that a child will no longer be attending the club by the parent when reporting an absence.
- Cancellations, amendments or changes must be made a week ahead of the session you wish to change. After this time frame please speak with the school office.

### Use of the Clubs

- Parents need to accompany their child into the school for Breakfast Club and sign them in on the register, showing the correct time.
- Children cannot arrive at the Breakfast Club any earlier than 7.30am. Staff may be present but this is to allow adequate time for setting up prior to the club opening at 7.30am.
- Children must not arrive at the Breakfast Club without a booking.
- On collection from the After School Club parents need to accurately record the time of departure.
- Children must be collected at the end of the session paid for and if this is more than fifteen minutes late a charge for the next session will be applied. Please see late charges section.
- The After School Club must be notified if a parent is unable to pick their child up on time or if another person will be collecting their child.
- Parents are asked to respect and trust the decisions made by staff and behave in an appropriate manner to all staff.

The Breakfast Club and After School Club are part of Walton Oak Primary School governed by the school's local governing body.

Please be aware that we reserve the right to remove access to this facility for any parent who refuses to abide by the procedures and protocols in place to ensure the safety and welfare of our children.

## WALTON OAK PRIMARY SCHOOL BREAKFAST & AFTER SCHOOL CLUB DECLARATION

*The parent(s) of any child/ren attending the Breakfast and/or After School Club must read and understand the Terms and Conditions before signing the following declaration. This form must be received before your child can attend.*

Having read, understood and accepted all statements made in the Terms and Conditions I/We will comply with all the procedures.

I understand that any decisions made by the Breakfast and/or After School Club will be final.

Please complete one form per child attending.

Full name of child \_\_\_\_\_

Male/Female \_\_\_\_\_ Date of Birth \_\_\_\_\_

Class \_\_\_\_\_

Full address \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Where possible we need a minimum of two contacts.

Name	Relation to Child	Telephone Number
1)		
2)		
3)		
4)		

Does your child have any allergies or medical need? YES/NO?

If yes, please provide further information \_\_\_\_\_

\_\_\_\_\_

My child has special dietary requirements YES / NO (please delete as applicable)

Details: \_\_\_\_\_  
\_\_\_\_\_

In addition to the persons named as Emergency Contacts please list any other safe person who has permission to collect your child. They will need to bring identification with them when they collect

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Signed \_\_\_\_\_

Dated \_\_\_\_\_

***I understand that these terms and conditions will be reviewed annually.***

(last reviewed May 2021)