

Beechfield School

Breakfast and After School Club Terms and Conditions

Introduction:

Parents and Carers wishing to use the clubs are asked to carefully read these terms and conditions. The declaration must then be signed and returned to school prior to a booking being made. The school will review the terms and conditions annually. If any changes to terms and conditions occur, parents and carers will be notified of these in writing and asked to sign and return an acknowledgement.

Our Breakfast and After School Clubs are run by Beechfield staff who also have roles in school during the day. 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 core values as are enjoyed during the school day. A schedule of activities is planned for the clubs. Children can join in with the planned activities or take time to read or do their home learning. Children have a choice of breakfast in the morning and a 'lite bite' after school. Our before and After School Clubs are popular and therefore places must be booked in advance to ensure we have the correct staffing levels to enable us to fulfil our safeguarding expectations. Cancellations must be made in advance, in line with our terms and conditions otherwise unattended booked sessions will be charged for. Beechfield 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.

Our aims:

We aim to provide a high quality service which meets the needs of both pupils and their parents and carers before and after school. For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy. For parents and carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. We will promote healthy eating by providing a nutritious breakfast and healthy 'lite bite' after school. The clubs will follow the same procedures and policies such as behaviour, as the school does.

General:

- The breakfast club is open from 7.45am to the start of school, Monday to Friday, during term time only.
- The before school club provides a balanced breakfast (cereal, toast with topping, fruit, fruit juice, milk or water to drink) and activities for children before school begins.
- The last breakfast will be served at 8.30am.
- After the breakfast club ends the children will be taken to the relevant area of the school ready for the start of the school day.
- The after school club is open from the end of the school day until 6pm, Monday to Friday, during term time only.

- The after school club provides a balanced snack after school (quiche, wraps/baguettes with a variety of fillings, pasta salad, fruit platters and yoghurts) and activities for children after school finishes.
- There is no after school club on the last day of the Autumn, Spring and Summer terms
- There are no clubs available on inset days.
- Children must be accompanied to and from the clubs by an adult and will be registered by member of club staff.
- Parents are allowed to drop off and pick up using school car park.
- Children should not bring their own toys, games or any other items of value into school. We are unable to accept responsibility for them.
- A place may be withdrawn if the school feels that the conduct of the child is unacceptable and it appears to the headteacher that the continued presence of the child is incompatible with the interests of the clubs. There would be no refund of fees in these circumstances.
- In the event of severe weather, parents/carers will be informed via School Gateway. A refund of session fees will be made under these circumstances.
- Staff have completed food hygiene training.

Registration:

- Only children for whom a Registration Form has been completed may attend the before or after school club.
- A register will be completed at the beginning of both sessions. Non-attendance will be investigated in accordance with normal school procedures.
- In the event of over subscription priority will be given to siblings of pupils already attending

Bookings:

- Bookings must be made on the School Gateway app, or directly with the school office.
- Bookings for breakfast club must be made up to 48 hours in advance of use and after school club 72 hours of use of the club.
- All sessions must be paid for in advance. Ad hoc attendance may be permitted dependent upon circumstances and availability; children will still need to be registered.
- If your child will not be attending a particular session that they are registered for please inform the school giving at least a week's notice, if possible.

Payments:

- The charge for each morning session is £3.00 per child
- The charge for each afternoon session is £7.50 per child
- Payments should be made online using the School Gateway app, or by using childcare vouchers.
- Payment MUST be made AT THE TIME OF BOOKING, in advance. Where a payment has not been received in advance a place at the club cannot be guaranteed.

- All payments are non-refundable as provisions are purchased based on the number of places a child is registered for. Refunds/credits will not be given for non-attendance/cancellations unless there are exceptional circumstances. The decision will be made by the headteacher.
- School will give one term's notice of any change in fees.
- The school reserves the right to exclude children from either club if fees have not been paid and arrears are accumulating.
- Parents/carers are advised to contact the school in case of any difficulties with payment for either club.
- Fees are the responsibility of the person who signed the Registration form or who has parental responsibility for the child.
- A fee of £10 will be charged, for each quarter of an hour, that a child is picked up late from the After School Club. Persistent lateness will result in the After School place being withdrawn.

Dietary, Medical Needs and Sickness:

- Medication can be administered in line with our Medicine in School policy.
- It is the parent's/carer's responsibility to disclose any special dietary needs or medical conditions on the registration form.
- A child must not be brought to Breakfast Club if unwell.
- The school reserves the right to request a parent collect their child early if they feel the child is unwell.
- Parents/Carers consent to emergency medical treatment if certified necessary by a doctor and if Parents/Carers cannot be contacted on the emergency numbers provided in time.

Safeguarding:

- Parents/Carers authorise school club staff to take all necessary action to safeguard and promote the welfare of the child. Parents/Carers consent to use such physical contact with children as may be lawful, appropriate and proper to provide comfort to a child in distress or to maintain safety and good order.
- All our staff are DBS checked and there is a First Aid Trained member of staff on duty.
- Staff have a duty to report any significant concerns s/he might have about the safety/well-being of a child
- In line with normal school procedures, any changes in contact details or family situations, Court Orders or situations of risk in relation to the child for which any special precautions may be needed will be advised to the school immediately.
- Before and After School Club staff will be informed of sensitive issues concerning a child on a 'need-to-know' basis.
- All accidents, that staff are made aware of, are documented in an accident book and reported to Parents/Carers.

Equality:

Beechfield School welcomes staff and children from many different ethnic groups, backgrounds and creeds. Similarities and differences are valued and respected and all children are treated equally. The school will comply with the Special Educational Needs and Disability Act and will do all that is reasonable to accommodate the needs of children with disabilities.

Insurance:

Beechfield School is covered by the Department for Education's Risk Protection Arrangement.

Loss of property:

The school will not be liable for loss of property brought onto the premises by Parent/Carer or child.

Policies:

Clubs are governed by the same policies which govern Beechfield School. These can be found on the policies page of the school website. These include Child Protection, Health and safety, Complaints, Administering of Medicine and Behaviour.

I have read, understood and agreed to comply with the Terms and Conditions within this document.

Parent/Carer Signature: _____

Name in full: _____

Relationship to the child: _____

Date: _____