



*St Thomas More
Catholic Primary School*

*Breakfast Club
&
After School Club
Terms and Conditions Leaflet*



General Information - Breakfast Club

Timings: The Breakfast Club will be split into two sessions.

Session 1: 7.30am - 8.00am

Session 2: 8.00am - 8.45am

We open Monday to Friday for 38 weeks of the year - every week that school is open. The Club will not be open on INSET / Teacher training days or bank holidays.

Cost: The cost for session 1 is a flat rate of £2.25 and the cost for session 2 is a flat rate of £3.25.

Drop Off: Once registered with the club, families will be given a code to access the school grounds through the main pedestrian gate. This code should not be shared with the children. Children should always be accompanied by a responsible adult when being dropped off and they should be brought to the ramp entrance. The bell should be rung and a member of staff will admit the child to the club.

Breakfast: This will include a range of healthy and enjoyable cereals with semi-skimmed milk. Both brown and white toast will be available with butter and a variety of toppings. A selection of fruit will be available. A range of juices will be on offer in the morning, as well as unlimited access to water and milk. The children will be taught, and encouraged, to prepare their own breakfasts. Food on offer will consider any allergies for registered children.

Provision: A variety of games, sports, crafts and puzzles will be available for the children to choose from. These will be planned in accordance to their needs and wishes and will rotate on a weekly basis. Themed weeks will run in line with themes within the school. The club will take place in the shared KS2 area and the hall (if available).

Staffing: The Breakfast Club will be operated by members of the school staff. All members of the school staff on duty:

- Have undergone Safeguarding training and know how to follow school procedures for ensuring the safety of children.
- Are first trained, with many to a Paediatric level.
- Have 'Food Hygiene' certificates to ensure the highest standards of Health and Safety.
- Obtain extensive experience of providing rich and engaging opportunities for all Primary age ranges.



General Information - After School Club

Timings: *The After School Club will be split into two sessions.*

Session 1: 3.15 - 4.20

Session 2: 4.20 - 5.30 (allowing children who attend a different club to attend after that).

We open Monday to Friday for 38 weeks of the year - every week that school is open. The After School Club will not be open on INSET / Teacher training days or bank holidays.

Cost: *The cost for session 1 is a flat rate of £4.75 and the cost for session 2 is a flat rate of £4.75.*

Collection: *Once registered with the club, families will be given a code to access the school grounds through the main pedestrian gate. This code should not be shared with the children. A known adult should go to the ramp entrance and ring the bell.*

Snack: *Snacks at After School Club are not intended to be a meal replacement. A range of healthy and enjoyable snacks will be on offer throughout the week. A selection of fruit will be available at all times. Children have unlimited access to water and milk throughout the session. Food on offer will consider any allergies for registered children.*

Provision: *A variety of games, sports, crafts and puzzles will be available for the children to choose from. These will be planned in accordance to their needs and wishes and will rotate on a weekly basis. Themed weeks will run in line with themes within the school. Staff will also encourage children to read. The club will take place in the shared KS2 area, KS2 classrooms and the hall (if available).*

Staffing: *The After School Club will be operated by members of the school staff. All members of the school staff on duty:*

- Have undergone Safeguarding training and know how to follow school procedures for ensuring the safety of children.*
- Are first trained, with many to a Paediatric level.*
- Have 'Food Hygiene' certificates to ensure the highest standards of Health and Safety.*
- Obtain extensive experience of providing rich and engaging opportunities for all Primary age ranges.*

Booking

Step 1: Complete a registration pack and return to the School Office. Once the registration form has been received, the school will add you to our online booking system.

Step 2: If your child has a medical condition which may require equipment, for example; an epi-pen or inhaler, the school will need an additional device to keep with them wherever they may be in school. The school will not be able to transfer classroom medical equipment to the clubs.

Step 3: All bookings should be made via our Bromcom system. If you do not have an account, please visit the Main Office who will assist you in setting up an account.

Step 4: Dates for booking will be released in the last week of school every half term. Parents will be able to book dates in advance for the forthcoming half term. It is recommended that you book as far in advance as possible as we have a strict number of places available. Once these places have been allocated, there will be no further admittance into the club. Payments must be made at the time of booking.

Step 5: Registers for the next day's Breakfast Club will be printed at 4.20pm. If there is still space and you book after this, the staff will check your child is booked via Bromcom on admittance. Registers for After School Club will be printed at 2.45pm on the day, no further online bookings can be made from this point. If you have an urgent need arise after 2.45pm, please contact the School Office via telephone on 01536 512112 who will endeavour to support you.

The school takes our legal responsibilities very seriously and, unfortunately, if your child is not booked in to either Breakfast Club or After School Club, **they will not be able to be admitted.** Any communication regarding this should be made with the Breakfast Club or After School Club staff or the Office Manager. Any complaints should be made via the normal School procedure. A copy of the School complaints policy is available on the website.

Child Care Vouchers as Payment

If you are in receipt of childcare vouchers and would like to use these to pay for your child care, please contact the Office Manager for separate booking arrangements. We currently accept the following child care vouchers@

SODEXO - 899865

EDENRED - P21239873

COMPUTER SHARES - 0026370667

Cancellations

Unfortunately, if bookings are made and your child is absent for the session, we will be unable to provide a refund. You will be able to cancel any bookings on Bromcom up to 2 days before the session takes place. Should the facility be closed due to a problem with the venue or adverse weather conditions, the school will issue refunds.

Late Collection

After School Club closes at 5.30pm and it is important that children are collected from both sessions by their end time. The After School Club will supervise any children who are not collected by 5.30pm. Following three late collections, a fee of £10 will be invoiced to parents. If lateness continues, registration with the club may be withdrawn. If you are running late, please contact the school on 01536 512112.

Safeguarding

All staff who operate Breakfast Club and After School Club have enhanced DBS (Disclosure and Barring Service) checks and, during the recruitment process, have been through 'Safer Recruitment' procedures.

All staff who operate Breakfast Club and After School Club attend annual Safeguarding training delivered by the School's DSL (Designated Safeguarding Lead) and have regular Safeguarding updates. The School's Safeguarding Policy and procedures will be adopted into our wraparound provision.

Children will be required to be signed in to Breakfast Club by a responsible adult and signed out from After School Club. Children will only be able to be collected by approved adults.

Emergency Situations

If you have an emergency situation, please contact the School Office who will endeavour to support you.

Emergency email for out of hours: STMWraparound@stm.ket.olicatschools.org

Ofsted Registration

As the provision is operated within the school business, the clubs do not have a separate Ofsted registration number. The school Ofsted registration number is 141635.

We look forward to providing your child with a healthy, fulfilling and engaging Breakfast and After School provision.

