

### **Sickness**

Parents/carers will be informed if their child becomes unwell during the session. Children who are ill cannot attend the clubs and in the event of sickness or diarrhoea must be off for 48 hours after the symptoms have finished.

If your child is receiving medication the school must be in receipt of a medicine administering consent form.

### **Emergencies**

In the event of a serious accident or illness the staff will contact the parent/carer or the nominated contact. Both clubs have a qualified first-aider in attendance and follow procedures set out in the schools' First Aid Policy. Both clubs have risk assessments in place and they also adhere to the schools Fire and Health & Safety Policy.

It is the duty of parents to ensure the school has an up-to-date contact number.

### **Punctuality and Collection of child/ren**

There is an expectation that parents will collect their child/ren from the After school Club no later than 6pm. In the event of delay please contact the club 01653 692104. Should a parent be late four times in a half term the place will be withdrawn.

### **Behaviour**

The school recognises the importance of positive and effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending the Clubs, the children will be expected to abide by the School Behaviour Policy. We reserve the right to withdraw a place in the event of unacceptable behaviour.

# Norton Community Primary School

## Breakfast and After School Club



## Parent Information 2018 - 2019

The staff and Governing Body of Norton CP School are committed to providing the best possible care and education for every child within the school community. This policy defines the basis on which this care is provided.

### Our Aim

Both clubs provide a safe, supervised and stimulating play environment including outdoor play and cultural activities for the children, as well as a reliable childcare service to parents and carers. Children have a chance to relax and enjoy themselves and it gives them an opportunity to develop valuable social skills during the time they are enjoying their breakfast or snack. Children can join in a range of activities at both clubs and at the After school Club they are able to complete any homework.

The school is committed to Safeguarding and Equal Opportunities and parent/carers are welcome to review the policies in place.

### Session times

Breakfast Club: From 7.45am  
(Grove Street/Langton Road) Children will be escorted to the appropriate classroom/site by school staff.

After-school Club: FS1 3pm to 6pm  
Y6 3.15pm to 6pm  
Y5 & Y6 will be collected from Langton Road using the Walking Bus  
Y3 & Y4 children to go to the HALL at 3.15pm.  
FS and KS1 children will be collected from their classroom and taken to the club by a member of staff.

There will be a Walking Bus in the morning and afternoon bringing children to and from the 2 sites. The Clubs are open during term time only. Both clubs are not available on Training Days.

### Registration

Places must be booked a term in advance. Parents/carers must complete the Booking Form and hand it in to the school office before the end of term to secure a place.

### Fees

Breakfast Club: FS1 (7.45am)	£4.00 per session per child
FS2 - Y6 (7.45am)	£3.00 per session per child
FS1 (8am)	£3.00 per session per child
FS2 - Y6 (8am)	£2.00 per session per child

After-school Club:

Type of booking	Full session up to 6pm A	Part Session up to 4:30pm B	Part Session from 4:15pm C
Regular (Booked termly in advance)	£8.00	£5.00	£6.00
2 Children	£12.00	£7.00	£8.00

Fees are payable in advance at the beginning of each term. Payment should be made within two weeks by ParentPay, cash or cheque. After this period a reminder will be sent.

Should the situation not be resolved the school will withdraw the place(s) at the Breakfast or After School Club. We would encourage parents/carers to contact the school office and speak to the Business Manager as soon as possible if they are experiencing difficulty in making payment.

Should your child be absent for any reason we cannot offer a refund.

Fees will be reviewed termly by the Resources Committee of the Governors and parents/carers notified of any amendments. Any change will take effect from September.

Cancellation of a club place by the parent/carer needs to be given in writing, with 1 months' notice.

### Food and Drink

Water is available to children at all times.

A balanced breakfast is offered to all children attending the Breakfast Club. The children can choose from a selection of cereals, toast, milk and juice. The last breakfast is served at 8.30am.

At the After school Club we follow a set menu.