



South Molton United C of E Primary School

Wrap around Care

Breakfast Club and After School Club

Information and Terms and Conditions

Aims of the Clubs

To provide good quality childcare to the pupils of our school aged from 2-11. We can take up to 20 children at any one time in the main hall and run separate Nursery breakfast Club sessions according to Early Years Staffing ratios in Cherry Tree Nursery. and we have experienced staff members to look after your child. We aim to provide a nutritious and filling breakfast which will prepare your child for the school day. We are committed to providing equal opportunities for play and participation and we will ensure that we have a safe, happy environment for them to spend time.

Children and parents are encouraged to give us feedback on the service we provide so we can improve them. We see our clubs as social opportunities to encourage healthy eating and play. The children will sit together at Breakfast Club and once everyone has finished then quiet activities and play will take place to keep children calm before starting the school day. The breakfast will consist of cereal, toast with a selection of spreads and a drink.

After School Club will provide a snack of toast/crackers with various spreads, a drink and fruit. Activities will include: - art and craft, gardening, cookery, needlework, homework area, films, outdoor play/sports and seasonal activities etc.

How we work

The clubs will run in our Main Hall or outside if the weather permits.

The following school staff run the club on a rota basis throughout the week: -

Mrs Long, Mrs Woollacott, Mrs Morgan, Miss Shepherd, Mrs Prouse and Miss Brown

Opening times

We are open every weekday during term time, excluding inset days.

Breakfast Club 7.30 – 8.30am please come in via the main school entrance and press the doorbell buzzer which is connected straight to the main hall room.

After School Club – 3.15-6.00pm again please collect from the main entrance using the doorbell buzzer.

Clubs can be cancelled due to staff illness, school closures or school events. A minimum of 24 hours will be given wherever possible.

Cost

Both clubs have a fixed cost. These costs do not change if you arrive later than the start time or collect your child early. We understand that occasionally the person collecting the child may be late. However, if persistence lateness occurs, the school reserves the right to charge an additional fee of £5.00 for every 15 minutes after the club has ended.

Breakfast Club is £3.00 per child per session for breakfast and activities.

After School Club is £7.00 per child per session for a snack and activities.

Booking is to be done online through the Arbor school system. This can also be done on your mobile phone if you download the Arbor app. Payment is required at the time of booking. We do accept childcare vouchers and if you wish to pay by vouchers, please contact the school office so we can set you up on the system for this. We do not offer credit and reserve the right to refuse further bookings if the full fee is not paid. If you have payment difficulties, please speak to the admin team in the school office.

Cancelling Bookings

If you wish to cancel a booking, we require 24 hours' notice, so you do not incur charges. This can be done by phoning or emailing the school office 01769 572656 or smups@ventrus.org.uk

Permissions and Policies

The club will run under the school policies. This includes the Behaviour Policy, Complaints Policy and the Safeguarding Policy. All other school policies are available to look at on the school website.

[South Molton United CofE Primary School - Policies and Statutory Information](#)

The school will also use the information provided in the consent booklet when your child started at the school for other information such as dietary, permissions etc.

General

Terms and conditions form part of this document, please read and by signing these you agree to the terms.

We are always open to new ideas and suggestions or thoughts regarding our clubs as we appreciate feedback. Likewise, if you have any concerns or questions please do come in and talk to us.

If you have any questions regarding the club or would like to speak to one of the club leaders please contact the school on 01769 572656

Terms and Conditions

Places

Places are on first come first served basis to be booked online and payment made at the time of booking via the school website www.smups.devon.sch.uk (Breakfast and After School Club tab on the home page) or via the school Arbor website . You will need to register as a new user if you have not already used the school Arbor payments system before. <https://login.arbor.sc> For further help information on how to use the system please refer to the help section on the website or phone the

school office if you are having difficulties. If you book online less than 24 hours prior to the required session please contact the school office on 01769 572656 to let us know, as this enables us to ensure that staffing arrangements are correct.

Charges

The cost is £3.00 for Breakfast Club and £7.00 for After School Club. There is no reduction in cost for late arrival or early collection. Should you no longer require a place you have booked and paid for, you will be eligible for a credit if you give 24 hours' notice to the school office. The school office will cancel the session.

Introduction into school

The children will be taken to the playground or classroom just before the start of the school day.

After school your child should make their way to the Main Hall for the After School Club where they will be ticked off on a register. Please ensure your child knows when they are attending the clubs.

The play leaders will only release your child to contacts that you have listed on the school collection list at the end of the Afterschool club session.

Behaviour

Behaviour by any person "on site" considered by the Head Teacher or Play Leader to be unacceptable and inappropriate will not be tolerated and will result in no further bookings into the club. Respect for, and proper use of, all property, equipment and the premises is essential and must be maintained by all persons (child and adult) at all times. See Behaviour Policy on our website.

Behaviour whilst attending the club's children are expected to:

- Follow the Ready, Respectful and Safe school rules and behaviour policy.
- Participate in the activities on offer.
- Ask for help if needed.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.

Permission: Photographs, Media, Food Tasting etc

This information is taken from the parental consent forms on the child's school pupil record. At the beginning of every academic year, school pupil update forms are sent to parents in order to review the information we hold. However, parents can change the status of permissions at any time by confirming any changes required in writing.

First Aid

- All accidents will be recorded in the school's accident book. Upon collection at the end of the school day, parents will receive a copy of the form. The form will give details of time, date and nature of accident. Type and how the injury occurred and what action was taken and by whom.

- Accidents are dealt with by a qualified first aider.
- Parents of any child becoming unwell during the club will be contacted immediately.

Confidentiality

All information exchanged by a person involved with the club must be kept confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.

Children with specific needs

If your child has a specific medical need, an Education Health Care Plan or Co-regulation Plan please contact the school prior to any booking. This is so we can ensure that we have the right staffing levels and provision in place.

Illness

Children should be kept away from the Club if they are sick or advised to do so by a doctor and/or school staff. Children must be clear of vomiting and diarrhoea for 48 hours before returning to school and club.

Withdrawal of Club Provision

The school reserves the right to withdraw the Club provision, should there be insufficient demand, but will provide one half term's notice of its intentions.

Agreement

IParent/Carer of

have read and accept the above Terms & Conditions. I understand there are expectations and obligations relating to both the club and myself for which I agree to abide by the terms therein. I accept that I am the "contracting parent" for the above child and agree to make payments to South Molton United C of E Primary School via the online payment system or childcare vouchers in advance. I understand that persistent late payment of fees will jeopardise my child's continued place. I confirm that the information given to the school is correct and agree to notify the club staff of any changes.

Parent signature.....Print name

Date.....