



TWYFORD ST MARY'S C OF E PRIMARY SCHOOL

BREAKFAST AND AFTER SCHOOL CLUB

PARENT INFORMATION LEAFLET

School Road, Twyford,
Hampshire, SO21 1QQ
01962 713358

Email: adminoffice@twyford-pri.hants.sch.uk

Office Hours: Monday - Friday 8.30am - 4.30pm
Term-time only

April 2021

Breakfast Club

At Breakfast Club children can choose from a variety of cereals, toast and fruit, all included in the cost. Children have an opportunity to read, practise spellings or their instruments. Children can also play board games with the Leader or improve their maths.

After School Club

Children are provided with healthy snacks, these can include a sandwich or bagel with a variety of spreads, ham or cheese as well as fruit and a drink.

Children have a choice of free play activities including puzzles, colouring, games, craft or small world toys. Weather permitting there is usually the opportunity for outdoor play on the playground, trim trail, and to play ball games. Inside, children can also complete homework with adult supervision.

Adults join in with children to ensure that all children are included and have a happy time during each session. Children have access to drinking water throughout the sessions. Any food allergies/dietary requirements etc must be informed at the time of booking.

Payment and Booking Procedure

Payment to be made via Scopay. A positive balance is required against your child's account before the system will let you make a booking. If you need to book a session less than two days in advance, please contact the school office. If a session is full the system will not let you book, in which case please contact the office to check if extra capacity can be accommodated.

Cancellation

Provided that 48 hours notification is given, you will not be charged for any sessions your child does not attend.

Registration Forms

All members must complete a registration form in full, providing contact names, telephone numbers, child's doctor, allergy information, and special requirements in case of an emergency. The club must be notified immediately of any change of these details. A child cannot be accepted in the club without a signed form.

Absences

If your child is absent from school or sent home from school, the school office will notify the club.

For other absence, the club must be notified by 2.00pm. This is important for your child's safety. Please telephone the School Office who will then notify the club about any absence.

Drop Off and Collection

Parents must sign their children into Breakfast Club and out of After School Club in the register held by the Club Leader.

You can drop off your children from 7.45am onwards, we cannot accept children into school before this time. You can collect your children from the After School Club at any time during the course of the session. If you have booked for the first session only, collection must be **no later than 4.30pm**. If you have booked for the second session, collection must be **no later than 5.30pm**.

If you have a problem getting to the club on time to collect your child, then the parent must ring the school on 01962 713358 to advise of the reason for the delay and make alternative arrangements for the collection of the child.

If you make alternative arrangements for the collection of your children you need to notify the school, giving details of the person who will be collecting on your behalf. During lockdown, this must be someone who is in your "bubble".

If a child is collected after 4.30pm (for first session bookings) a late charge of £5.00 will apply. If a child is collected after 5:30pm (for second session bookings), a late charge of £5.00 per quarter hour or part thereof will be incurred.

If a parent is persistently late, the club will inform OFSTED and Social Services, as staff cannot assume responsibility for the child after 5:30pm.

If the child fails to be collected from the club, every attempt will be made to contact their parents/guardians or other designated adult using the emergency numbers supplied. If this is not possible Social Services will be contacted to make arrangements for short-term care.

Security

Children will not be permitted to leave the Club unaccompanied at any time. The security, health and well-being of our children are our first priority. All visitors must report to the Club Leader upon arrival and sign in.

Photographs

At times we may use cameras within the Club - these images may be used for newsletters, or our website. We may also use the images to promote the club. We will not photograph any children for whom we do not have parental consent.

First Aid/Accidents

It is important to realise that at times when children and young people are playing, accidents can happen. We do have staff that are qualified to administer first aid.

Any minor accidents will be dealt with and recorded. The parent/carer will be informed when collecting the child from the club. In case of a more serious accident, the appropriate action will be taken and the parents will be informed immediately.

Illness

If a child is ill during a session, the parent will be contacted. If the child suffers from an infection or infectious illness the club will ask the parents to collect the child immediately, with the understanding that the child will be accepted back at the club when they are fit and well. This action is necessary for the protection of other children from infections and illness. The club needs to be informed if a child is not attending due to illness.

Child Protection/Safe Guarding Children

We take our responsibility for child protection seriously. All staff are aware of child protection issues and recognise signs of abuse, as well as referring them to our Child Protection Officer who will make referrals to the local safe guarding children board. We also have a child protection policy in operation.

All of our staff working directly or indirectly with children and young people at the club have had an enhanced Criminal Record Bureau check.

Behaviour

Whilst the emphasis of the Club is on having fun and to enjoy a range of experiences, it is important to maintain a high level of behaviour for the safety and enjoyment of all. To this end, poor behaviour will not be tolerated. The definition of poor behaviour will be determined by the Club Leader and management. Examples of such behaviour include bullying, vandalism, excessive bad language, physical violence, abusive behaviour/language or anything that puts an individual or group at risk.

Any participant exhibiting poor behaviour will first be given a verbal warning and an opportunity to demonstrate improved attitude. If the behaviour continues they will be asked to leave immediately and not be allowed to return by the management of the club. In exceptional cases there will be no warning given, such as stealing or purposely causing harm to another.

Health and Safety

All staff are fully trained in emergency and evacuation procedures. Emergency and evacuation procedures will be practised during the clubs timetable.

The staff of the Club are responsible for completing daily safety inspections of the site and its facilities. All incidents will be recorded in the accident and incident book kept in the Club. There will always be qualified first aiders available. A First Aid point is located nearby.

Serious incidents will be referred to the appropriate authorities. Parents must sign the registration form indicating their permission for the staff to apply sun cream which they have provided.

In warmer weather children should be provided with a hat, and are welcome to bring a change of clothes as some activities are outdoors.

Emergency Closure

If the Breakfast Club or After School Club is closed by the school at short notice, due to very exceptional circumstances i.e. severe adverse weather conditions, no heating, burst water pipes, etc parents will be informed as quickly as possible in order that other arrangements can be made.

Data Protection

Any information held by the Club on participants will be made freely available to them or their parents. Information on other participants will be held in the strictest confidence.

Equal Opportunities

The Club is committed to equality of opportunity for all. We shall endeavour to enable children to adapt, if necessary, to interact socially and to have access to a broad and balanced range of activities.

We are committed to provide the appropriate support where necessary to ensure integration. We recognise all children as individuals with different needs. Inappropriate attitudes and behaviours will be dealt with sensitively.

All staff will actively uphold the principles of our Equal Opportunities policy. We will regularly review our Equal Opportunities Policy and monitor its effectiveness.

Complaints Procedure

If you have an issue or problem with any aspect of the Clubs, in the first instance talk to the Club Leader on duty who will do their best to resolve the issue to your satisfaction.

If this course of action does not resolve the issue or you feel it is not an appropriate course of action, please contact Sophie Davies via the school office or by telephone on 01962 713358.

We trust that your child will have an enjoyable time in the Clubs. We look forward to seeing them again in the future.

Clubs' Times	Price per child
Breakfast Club - 7.45 - 8.45am	£5.00 per hour
After School Club - 3.30pm to 5.30pm	£5.00 per hour

Key Contacts - Bookings and Payment Administration

Jane Quin Senior Admin Officer
Rosanna Chadwick Admin Assistant

Key Contacts - Club Co-ordinators

Stella Surtees
Heidi Newell

Grace Sharpe
Emily Sutton
Robyn Greig
Jake Gower
Ben Davies