



Shakespeare Primary School



'It is not in the stars to hold our destiny but in ourselves.'

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Parents' Information and Registration Pack

Clubs email address: basc@shakespeare.lancs.sch.uk

Clubs direct phone number: 07548 386494

School office phone number: 01253 872887

Mission Statement

The primary purpose of our breakfast and afterschool clubs is to provide childcare and allow parents/carers flexibility around the school day to fit in with work and family life.

We believe that this an important part of the day and creating time and space for playing makes a valuable contribution to supporting children's health, creativity and well-being.

Dear Parents/Carers

We have produced this pack to answer some questions you may have and to give you information about the most important policies and procedures that will affect you and your child if they attend the breakfast and/or after school club.

The clubs are overseen by the school governing body and we are very happy to discuss anything about the clubs with you.

You can also telephone the club during club hours on **07548 386494** or call in and see us in operation. Alternatively, please speak to the school office.

At the breakfast and after school clubs, children have plenty of space to play with access to large indoor spaces and the school grounds. Healthy breakfast/afternoon snacks and drinks are provided at the clubs.

The staff design the environment and space so that a balance of adult/child led activities and play or rest opportunities are available each day to meet a range of ages, interests and needs.

This pack contains written information about the club, included is:-

- A registration and consent form which needs to be completed for all children attending the club and which must be signed and returned to the school office once your child/ren start attending.
- Important information about the club including arrangements for contacting the club staff, booking arrangements and fees.
- Policies setting out the responsibilities of parents, children and staff.

General Information

Shakespeare breakfast and after school club provides before and after school childcare for children in Reception to Y6.

Admissions

Any child of the above age attending school can attend. Places will be allocated on a first come first served basis booked through ParentPay and once the sessions are full, we will operate a waiting list.

Opening Hours

The morning sessions start at 7.30am and breakfast is provided if you wish your child/ren to have some. The children are then able to do quiet activities and/or play before they are taken to school for 8.50am.

The after school sessions start at 3.20pm (when school ends) and finishes at 5.30pm during term time. If your child is already attending a school club, they will be taken to after school club when it has finished.

Drop off and pick up will be at the Year 1 entrance. This entrance will be open from 7.30am until 8.00am for breakfast club.

Children must be signed in and out by the authorised adult/s named on your registration form. This is for child protection and insurance purposes.

If someone other than these people will be dropping off/collecting, you will need to advise school beforehand and provide consent.

What do I do next if I want to book a space?

Please access ParentPay to book the sessions you wish your child to attend and you will be required to pay to secure your child/ren's place at the time of the booking.

Short notice **in case of emergencies** will be accepted if we have space available and you will be charged for a full session - please contact the club on mobile number 07548 386494 or speak to the school office to arrange this.

Fees

Charges are:-

Breakfast Club – per session	£4.00
After School Club – per session	£7.50

Payment of Fees

- Childcare provision is not subsidised by the school budget therefore must be self-sufficient.
- Fees must be paid using ParentPay/Tax Free Childcare/Student Account.
- Emergency bookings will be added to your ParentPay account.
- Unpaid fees could result in the loss of a place at the club/s.
- Fees are charged for booked sessions whether the child attends or not.
- Fees are reviewed annually.
- All absences will be charged at full price, including illness.
- Children who have not been booked into the clubs will not appear on the register and will therefore be charged a non-booking fee of £10 per session (plus the full session charge).
- Late Pick up fees:
Between 5.30pm until 5.45pm - a £5 extra charge will be added to your ParentPay account.
After 5.45pm – an extra charge of £25 every 30 minutes will be applied to your ParentPay account thereafter.

Any parent/carer failing to comply with the club's agreement for payment may have their child excluded from the club until the situation is resolved. Any parent/carer who regularly breaks the agreement will have their child excluded permanently from the clubs.

Parents may request a receipt for any payment made at any time.

Policies and Procedures

Breakfast and after school club operates in line with the Statutory Framework for the EYFS and follows our school policies and procedures. Further details and important information concerning the clubs can be found in this pack and the on the school website. We kindly ask you to read and understand them upon registration at the club. We have summarised some key policies below.

Safeguarding

We will follow safeguarding procedures as per the school policy. If further reference is required, please view the whole school safeguarding policy which is available on our school website.

Parental Involvement

Breakfast and after school club believes that all parents and staff should work with each other to ensure a happy, relaxed environment where each child can flourish.

We will encourage parents and carers to express their views and will value any information shared with staff members. Communication between staff and parents is vital in building a positive and trusting relationship.

It is our policy to contact parents/carers when there is a concern about a child's health or behaviour and in turn, we hope that you as parents will discuss any concerns that you may have.

If you do have any queries or problems, our staff will be happy to discuss these issues with you as they arise.

General comments are also welcome. Parents will also gain an insight into breakfast and after school club through our Class Dojo page.

Behaviour

Breakfast and after school club uses effective behaviour management strategies to promote the welfare and enjoyment of children attending the club. Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies underpinned by our school policy.

It is inevitable that as children develop and learn; there are times when they need support and guidance to understand that their behaviour is not acceptable.

Children must always display the school values which are -

- **Be Kind**
- **Show Respect**
- **Work Hard**
- **Be Resilient**
- **Aim High**

Dealing with inappropriate behaviour

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child.

Sickness, Accidents, First Aid and Emergencies

As with school if a child becomes ill during a session, every attempt will be made to contact one of the people listed on the child's registration form to arrange collection of the sick child. The child will be cared for until collection. In the case of a minor accident, basic First Aid will be administered. Prescribed medication only can be administered and with specific written instructions from a parent/carer/doctor.

In the case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/carer to discuss the course of action to be taken. If a child needs emergency hospital treatment the staff will first call an ambulance, then attempt to contact the parent/carer and will continue to do so until successful. A member of staff will accompany the child to hospital and remain with them until a parent/carer arrives.

*Please note: the registration form contains an authorisation giving the club staff permission to act on behalf of the parent if the parent/carer cannot be contacted in time, the club staff will invoke that authority to take action to gain appropriate medical treatment for the child. **If you do not wish to give such authorisation, please advise on the registration form.***

Missing/Lost Child Procedures

In the event of a child going missing or being lost on school premises, the head teacher and club staff will be informed immediately. A thorough search will be made of the premises both internally and externally. The club staff will inform the child's parent/carer and (head teacher/governors) and the local police will be contacted. It is therefore **vital** important to let us know if your child will not be attending a pre booked session for any reason as they will be assumed missing.

Uncollected Child Procedures

If a child is not collected at their expected collection time, we follow the procedures below.

- Parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child - and whose telephone numbers are recorded on the registration form - are contacted.
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on the registration form.
- If no-one collects the child within one hour of their expected collection time and there is no-one who can be contacted to collect the child, we will contact the local authority children's social care team.

Those who are persistently late to collect their child could also lose a place at the clubs and will be charged in accordance with our late fees.

Parents/carers are responsible for ensuring that contact details provided are kept up to date.

To contact the club during a session please email on telephone 07548 386494.

Shakespeare Primary School is a no smoking/vaping site.

Food and Hygiene

Those responsible for the preparation of food will be fully trained and aware of hygiene and storage regulations. Tables used for food and drink will be cleaned before and after use.

Floors will be hoovered if any debris is on the floor.

Children will be encouraged to wash their hands before and after eating food.

Children will not be allowed in food preparation areas.

All utensils will be kept clean and stored correctly.

A cleaning routine will be in place to ensure the food area, kitchen and utensils are thoroughly cleaned on a daily basis.

All food and drink will be stored correctly and used within the recommended use by date.

Staff preparing food will always adhere to personal hygiene recommendations.

Snacks and drinks

Children attending after school club will be provided with a drink, snack and fruit during the session.

Water and juice will be provided.

Extra drinks will be provided during the session when appropriate or if requested by the child e.g., during hot weather.

Healthy Food

Objectives - what we want to achieve:

- Ensure that all meals available in the clubs are healthy.
- Create an environment where pupils can enjoy their food in an area which is safe, hygienic and comfortable.
- Promote food that reflects the healthy eating messages taught in the classroom.
- Encourage healthy eating (pupils will be encouraged to select their own breakfast from the choices on offer).

In breakfast club, we aim to provide children with a nutritional breakfast to help aid concentration and learning throughout the school day.

We will provide cereals that are not sugar coated and these will be served with semi-skimmed milk.

Alongside these, we will serve toast with jam/marmalade.

We will also try to provide seasonal fruits, breakfast bars, yoghurts, croissants, brioche, bagels, crumpets, pancakes, waffles and muffins (whole grain varieties will be served whenever possible).

In after school club, we will aim to provide children with nutritional snacks including – Cheese and crackers, Hot dogs, Pizza, Wraps, Toasties, Sandwiches and Beans/Cheese on Toast. We will also try to provide seasonal fruits and a salad bar.

Safety and security of children

The safety and security of children attending our club is an extremely important matter and everyone concerned has a part to play. This policy sets out the responsibilities of everyone involved with the club; parents, carers, children and staff.

Responsibilities of parents/carers

Parents are responsible for:

- Making sure that the contact details they have provided to the club are correct and that the club is told about any changes.
- Notifying the club as soon as possible if their child/ren are not attending at all for a booked session for any reason. Again, this so they are not assumed missing. **Please note that refunds cannot be given for cancelled sessions.**
- Letting the club know during a session if they anticipate being later than planned to collect their child/ren (**lateness will be charged for**).
- Letting the club know if they have any concerns about their child/ren relating to the club.
- Gaining access to the building to collect their child/ren **ONLY** via the club entrance/exit and not asking children or other parents/carers to let them in. Keeping all doors/gates locked behind them.

Responsibilities of children

Children are responsible for:

- Children are responsible for listening to club staff when they are told which parts of the school they can play in because this may be different on different days.
- Children must not leave the area they are playing in without telling a member of the club staff.
- Children must not open the outside door of the club room to let in parents or anyone else, even if they are known to the children.
- Children must ask permission before they go to the toilet.
- Children must come straight to after school club after any after school activity if they are booked in for a session. Younger children will be accompanied by a member of staff.

Responsibilities of club staff

Club staff are responsible for:

- Collecting any booked children from their classroom teacher at the end of school and taking them to the club room.
- Recording any incidents or accidents that may occur accurately and discussing these on the same day with the person who collects the child concerned.
- Ensuring that all times, at least one member of the club staff is aware of the whereabouts of each child during the session.
- Only handing over a child to a responsible person named by the parent.
- Ensuring the time the child arrives/leaves is recorded and obtaining a signature from parent/carer.
- Be completely up to date with first aid/safeguarding training and fully understand their responsibilities around child protection.
- Ensuring unauthorised persons do not enter the premises.



Shakespeare School Breakfast and After School Club Registration Form

Child/ren's Name(s)	Date of Birth	Class

<u>Home/Mobile Telephone Number</u>	<u>Email Address</u>

<u>Child/ren's Home Address including postcode</u>	
<u>Ethnicity</u>	<u>Religion</u>
<u>Gender</u>	

<u>Parent/Carer 1 Full Name</u>	<u>Parent/Carer 2 Full Name</u>
<u>Parent/Carer 1 Address</u>	<u>Parent/Carer 2 Address</u>
<u>Parent/Carer 1 Mobile Number</u>	<u>Parent/Carer 2 Mobile Number</u>

Parental responsibility

<u>Parent/Carer 1</u>	
<u>Parent/Carer 2</u>	
<u>Other (please specify)</u>	

<u>Parent/Carer 1 Employment Details</u>	<u>Parent/Carer 2 Employment Details</u>
<u>Phone Number (work)</u>	<u>Phone Number (work)</u>

Emergency Contact Information

<u>Name</u>	<u>Name</u>
<u>Address</u>	<u>Address</u>
<u>Telephone Number</u>	<u>Telephone Number</u>

<u>Doctor's Name and Address</u>	<u>Telephone Number</u>
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<u>Medical Information/Specific requirements (SEND)/allergies/dietary requirements etc</u>
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Any prescribed medicine required to be taken during club hours needs to have written parental consent for staff to administer. **Please ask for a separate form.**

In the event of an emergency, I give permission for my child(ren) to be taken to hospital either by a member of staff or a member of the emergency services. Please tick.	Yes	No
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Collection of your child/ren:

<u>Named people with permission to drop off/collect your child to and from clubs (including relationship to child)</u>	<u>Telephone Number</u>	<u>Any additional information we need to know</u>

Our full policies and procedures are available from the school or on the website.

I confirm that I have read and agreed to the terms and conditions of the breakfast and after school clubs, as outlined in the information booklet.

Consent

I do/do not give permission for photos of my child(ren) to be displayed on the school’s media.

<u>Signed</u>	<u>Parent/Carer Name</u>
<u>Date</u>	