



Hale Nursery & Primary Academy Breakfast and After School Club

Parent Handbook

Contents

1. Welcome
2. How to book
3. Main policies and procedures
4. Terms and conditions
5. Contact of agreement

Welcome to the Breakfast and After School Club

Hale Academy manages its own wrap-around childcare provision. The Breakfast and After School Club operates during term-time for children attending Hale Academy. The club is run from the KS1 building in the room next to the main hall. It consists of a cookery room and a classroom. The objective of the club is to provide a welcoming and fun wrap-around childcare environment. We aim to offer children from year R to 6 stimulating activities to suit all abilities, with links to learning taking place in school. Children have a wealth of options to choose from for both independent and group play. Typical activities include board games, puzzles, arts and crafts and sports. There is a learning zone in the club where children can complete homework or practise spellings or times tables. In dry weather we have use of the sports field, netball court and the KS1 playground.

The School Link Teacher is Mrs Victoria Harrison

The Club Manager is Mrs Kathryn Osmand

The Breakfast and After School Club play workers are Mrs Gemma Aston and Mrs Zoe Thorne

The Breakfast Club is open from 7:30am to 8:50am*

The After School Club runs from 3:30pm until 6pm during term time*

*Excludes inset/school closure days.

Breakfast is included for morning club bookings. Food options include cereal and toast.

A healthy snack is also provided for after school club bookings which normally consists of fruit and toast. Sometimes cookery activities are arranged whereby pupils may prepare their own delicious snacks.

All sessions are payable in advance via our online payment system.

Current prices for 2020-2021

Breakfast Club £5.50

After School Club £11.50

2) How to book

- There is no need to complete a registration form, and there is no waiting list. All Hale Academy pupils (except Nursery) are automatically eligible to attend the club. The school already has your child's emergency contact details, dietary and medical information. (Please remember to inform us if any of your details change.)
- Sessions must be booked online via our online payment system. (This is the same system used for dinner and trip payments.) This is accessed from the school website home page, please look for the "Payments" button.
- Places for both breakfast and after school club sessions must be booked online at least 48 hours in advance. Places for online booking are capped, so if you are unable to book a session online, please contact the school office and we will book the place manually for you.

If you need to book an emergency place (i.e. less than 48 hours' notice) please telephone the **school office on 01252 716729** to arrange this. Last minute bookings are accepted only in exceptional circumstances. Pre-booking is essential.

- By booking a session you are confirming that you agree to our terms and conditions.

3) Main Policies and Procedures

The Breakfast and After-School Club adopts the same policies as the school, which include, but are not limited to: Behaviour, Anti-Bullying, Safeguarding, Health and Safety.

Copies of all Policies and Procedures are available on the school website or from the school office.

Safe Arrival and Departure

To ensure the safe arrival and departure of each child the following must be observed:

Breakfast Club Drop Off

1. At drop-off, a member of staff will be on the gate at 7.30am. If you arrive later than this and no-one is at the gate, please press the buzzer labelled 'The Haven'. We will then open the gate remotely for you to enter. Please follow the yellow marker lines on the ground up to the main hall door. Your child will help you the first time as they know the route well! A member of staff will be there to greet your child and mark them down on the register. You then walk back down to the gate, press the buzzer again and we will let you out remotely. All children must be accompanied at all times. Under no circumstances are children allowed to walk alone on the school ground. Please remember to keep your distance and wear a face mask.
2. The breakfast club staff will deliver Infant children to the classroom in time for morning registration. Junior children will be expected to make their own way to their classroom.

After School Club Pick Up

1. All children will be escorted to The Haven from KS1 and KS2 by a member of staff.
2. As each child arrives, the time of their arrival will be noted on the register by a member of staff.
3. The school office will provide an absence report to the After School Club each afternoon for any pupils for which we have received an absence notification from the parent. If your child is due to attend a session, but there has been a change in circumstances and will not be attending, you will need to inform the school office no later than 1.00pm.
4. The children must be collected by their parent/guardian or another authorised person by 6.00pm. Before a child can depart, the person/s collecting them must sign the register, noting the time of departure.
5. If a child has not been collected by 6.00pm, their parent/guardian will be telephoned. If the parent/guardian is not available, the emergency contact(s) will be telephoned.
6. If no contact is established, either with the parent/guardian or the emergency contact number by 6.20pm, Social Services may be contacted. **There will be a surcharge of £10 per 15 minutes for any child not collected by 6.00pm. This will be added to your child's Scopay account.**
7. At pick-up, please press the buzzer labelled 'The Haven'. We will then open the gate remotely for you to enter. Please follow the yellow marker lines on the ground up to the main hall door where a member of staff will be there to greet you with your child. You then walk back down to the gate, press the buzzer again and we will let you out remotely. All children must be accompanied at all times. Under no circumstances are children allowed to walk alone on the school grounds. Please remember to keep your distance and wear a face mask.

Medication Procedure

Wherever possible, children who are prescribed medication should receive their doses at home. Staff may only administer medication to the child if it is prescribed by a GP, and if the request to do so is from the child's parent or carer and is given in writing. This information must be provided on the **Pupil Medication Form**, which is available from the main school office. A copy of the completed form will be shared with the club. Staff will not administer 'over the counter' medication. The Club cannot accept responsibility for missed doses. If medication has been left at the school office, the After-School Club Supervisor will collect it at the end of the school day.

Medical Conditions

If your child has an ongoing medical condition, the information held at school will be shared with the Club staff. If your child has a care plan, the Club will also hold a copy of this. If your child has asthma, or uses an inhaler on occasion, please ensure that a spare named inhaler is kept in the After-School club building in case it is required. Parents should collect any medicines held at the club at the end of each term. It is the parent's responsibility to ensure medication, such as asthma inhalers, have not run out or passed their expiry date.

The Club adopts the same Special Education Needs Policy as the school. The policy is available to view on the school website, or a paper copy may be obtained from the school office.

First Aid

Every precaution is taken to ensure the safety of the children at all times. Our team are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child. Their name will be highlighted on the club register when you sign them out.

Sun Protection

The Supervisor and staff understand the dangers posed to children and themselves by over exposure to the sun. Please ensure your child has appropriate sun protection clothing such as a wide-brimmed or legionnaire style hats, sunglasses and school uniform tops that cover their shoulders; also, please apply high factor sunscreen (minimum SPF30) before school and, if needed, please provide your child with sunscreen so they can apply more sunscreen to themselves while at the After School Club.

4) Terms and Conditions (01/09/2020)

1. A morning session is from 7.30am – 8.50am at a cost of £5.50 per session per child. An afternoon session is from 3.30pm – 6.00pm and the cost per session per child is £11.50. Charges which will be reviewed at regular intervals, normally once each academic year. We only accept payment online via your child's Scopay account. Cheques or cash are not accepted. **No refunds will be given for non-attendance due to pupil illness or other absence.**

Cancellations and Refunds

- If you wish to cancel a session please inform the school by telephoning 01252 716729 or emailing admin@hale.kite.academy Alternatively, you may cancel a session by unselecting the session booked on your child's Scopay account. This must be done a minimum of 48 hours in advance.
- Cancellations within 48 hours of the date of the booked session(s) will not be eligible for any form of credit.
- Cancellations with more than 48 hours' notice of the date of the booked session(s) will be eligible for a credit on your child's Scopay account, to be used for future sessions.
- **We are unable to issue cash or card refunds under any circumstances.**

2. Children must be collected by 6.00pm. **Owing to the high extra costs to the club, an additional charge of £10 per quarter hour, at the discretion of the club, will be made for any child who has not been collected by an authorised person by 6.00pm.** This will be added to your child's Scopay account. Repeated late collections will result in the withdrawal of the child's place.
3. Parents must identify themselves to the supervisor on the first day of the child/ren's attendance.
4. Should arrangement be made at any time for any other adult to collect any child/ren, the supervisor must be informed and where possible, introduced to the nominated adult. For the protection of the children no child will be released to an unauthorised person. The club staff have access to the school information management system to check a child's authorised contacts. You may also wish to add a password to your child's information, to be used by other authorised friends and family who may be collecting your child. We will not release your child into the care of a person unknown to us without your authorisation.
5. Adults collecting any child/ren must present themselves to a member of staff, sign the register and make a note of the time before escorting them from the site. Once any child/ren have been signed out of the club, they cannot under any circumstances be returned to the club to be supervised by the staff.
6. Unless it is requested or optional as part of any activity, children should not bring any toys, games, mobile phones or valuable items to the site. Nor should they bring any money unless it is needed for a school event.
7. Any adult who does not have right of access to the club will be challenged. Parents/carers are not permitted to access any other parts of the school when collecting your child(ren). Once you have collected your child(ren) you must leave the school premises immediately.
8. Respect for, and proper use of, all property, equipment and premises is essential and must be maintained by all persons (child or adult) at all times.

9. Children who are ill should not attend the club. If a child falls ill during a session, the parents/carers will be informed. Parents must then make arrangements to collect the child as soon as possible.
10. The success of the club depends on co-operation and sharing between all those involved. Parents should address any concerns or comments they wish to make to Mrs Victoria Harrison (School Link Teacher / member of SLT).

5) Contract of Agreement

The parent(s) of any children attending Breakfast and/or After School Club should have read and understood the Terms and Conditions. **By booking sessions, I agree to the following declaration:**

1. Having read, understood and accepted all statements made in the “Terms and Conditions”, I/we would like my/our child/ren to be accepted at the club.
2. I/we undertake to explain all the relevant statements to our children.
3. I/we am/are aware that policies referred to in this document are available to view on the school website, or paper copies may be obtained from the school office.
4. I / we understand that if any of the terms/ conditions are contravened it could result in the person being excluded from the school site and/or the club.