

Breakfast/After School Clubs

Terms and Conditions

At Giles Brook School we aim to provide a high quality service which meets the needs of both parents/carers and our children. For parents/carers, this means knowing that your child is safe and happy in clubs that are reliable and offer a consistent service. For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, to try out different activities, to relax, to have fun and enjoy. Parents/carers are expected to give their support and encouragement to the aim of Breakfast/After School Clubs, which are run by Giles Brook School and to uphold and promote their good name. The clubs will ensure that appropriate standards of safeguarding, behaviour, discipline and hygiene are maintained at all times.

Registration and fees

The level of fees will be set by the Governing Body and reviewed annually. Consideration will be given to the financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.

- Sessions should be booked using the online booking system. Payment of fees should be made at least a week in advance and can be made weekly, monthly or half termly using the online payment system
- Pre-booked slots must be paid for and no refund can be given if children choose not to attend.
- Parents can cancel sessions using School Gateway
- It is acceptable to book in advance but the expectation is that sessions will be **paid for at least a week in advance.**
- If fees are not paid on time, the administrator will notify the parent/carer in writing and request for payment to be made within the next 5 days.
- By signing up for Sports Clubs, you are committing and paying per half term as the school has to commit to specialist teaching resources. Once a child has signed up this fee is non-refundable

Only children for whom a registration form has been completed and whose place has been confirmed by booking online may attend the clubs. All sessions must be pre-booked and paid for online, using the booking system. A child will no longer be registered with our service if they have not attended a session for one academic year.

Breakfast will be provided for children but we do ask parents to ensure their children arrive at Breakfast Club by **8.20am** if their child would like breakfast so they have time to eat.

Children should come into Breakfast Club accompanied by a parent/carer into the reception lobby and should **NOT** be dropped off for Breakfast Club outside school.

A snack will be provided for children remaining at the After School Clubs until 4.30pm and a light tea will be provided for children who stay until 6pm. A weekly menu will be displayed on the notice board in the hall.

Session times

Breakfast/After School Clubs will run daily throughout term time and are offered as follows:-

After school clubs – Early session	3.15pm – 4.30pm
After school clubs – Late session	3.15pm – 6.00pm
Sports Clubs (paid half termly)	3.15pm – 4.30pm
Extended session (for after sport)	4.30pm – 6.00pm

Bookings and payments should be made using School Gateway. Childcare vouchers are accepted and if you parents choose to pay by this method, they should advise the school office.

No partial refund will be given if a child leaves/arrives earlier/later than expected.

In the event of school closure, for example due to weather, a full credit will be given against the next term's fees.

Collection

The clubs should be notified at all times if collection arrangements have changed. If this is after school office hours (4.30pm) you should contact the following number: **07547 843776**

Late collection

After School Clubs will run from 3.15pm – 6.00pm

Children must be collected no later than 6pm. If children are left later than this time, the school reserves the right to charge a late fee of **£1 per minute** after 6pm and may as a result withdraw the offer of a place at the club if a child is repeatedly collected late. All children must be signed out of clubs by the parent collecting. No child can leave the club with anyone other than the agreed person, unless prior consent has been given.

If children are not collected on time from the earlier session which finishes at 4.30pm, children will be booked on to the later session and a the full session charged for.

It is the parents' responsibility to inform the club's manager on **07547 843776** if they will be late collecting their child. If a child is not collected at the end of a session, *and the parent or carer has not notified us that they will be delayed*, we will implement the following procedures:

- After the advertised finish time of the clubs, the clubs manager will contact the parents.
- If there is no response from the parent or carer, messages will be left requesting that they contact the clubs immediately. The manager will then try to contact the emergency contacts listed on the child's registration form.
- While waiting to be collected, the child will be supervised
- When the parent or carer arrives they will be reminded that they must call to notify the clubs if they are delayed.
- We reserve the right to notify parents by text or email to confirm that late charges will be applied.

Over 30 minutes late

If staff have been unable to contact the child's parents or carers after 30 minutes, the manager will contact the local Multi Agency Safeguarding Hub (MASH) 01908 253169 or 253170 for advice. During this time:-

- The child will remain in the care of the club's members of staff, on the club's premises if possible, until collected by the parent or carer, unless different advice is given by the MASH team.
- If it is not possible for the child to remain at the club's premises, a note will be left on the door of the clubs informing the child's parent or carer where the child has been taken (e.g. into the care of a safeguarding agency) and leaving a contact number. A further message will be left on the parent or carer's telephone explaining events.

General Conditions

- A child must not attend the clubs if unwell.
- Any special dietary requirements (for example due to allergic reaction or cultural or religious beliefs) must be notified to the school office
- All accidents that staff are made aware of, are documented in an accident book. Should the need arise, the parents/carers hereby give their consent for first aid to be administered by a qualified first aider and/ or the emergency services to be contacted. The emergency contact details will be those held on the pupil's school record and our normal school procedures for notifying parents in the event of an accident will be followed.
- Breakfast/After School Clubs will not be liable for loss of property brought onto the premises by parents/carer or child.
- The parents/carers hereby confirm that they accept the authority of the clubs leader and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the clubs community. Parents may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears that the continued presence of the child is incompatible with the interests of the clubs. There would be no refund of fees in these circumstances.
- After School Sports Clubs will often be held outside in most weathers. Children should therefore bring appropriate clothing. The club reserves the right to change timetabled activities to accommodate inclement weather/changes in circumstances.

Partnership with parents/carers

Our clubs recognise that parents/carers play the fundamental role in a child's development.

The staff team is committed to working in partnership with parents/carers to provide high quality, safe and stimulating care, learning and play opportunities for children. The clubs aims to achieve this by:

- Ensuring that parents/carers are made to feel welcome and valued in all dealings with clubs.
- Ensuring that parents/carers concerns are always listened to by the clubs whenever they are raised. The leader will ensure that parents/carers receive a prompt response.
- Staffing the clubs with adults who are fully DBS checked and know the clubs safeguarding procedures.
- Having regular safeguarding update training to ensure all staff are supporting the GBS child protection policy which, in turn, reflects national and local safeguarding guidelines.
- Ensuring that the club's policies and procedures are made available to parents/carers on request
- Ensuring that there are regular opportunities for parents/carers to meet with staff and discuss their child's progress and any problems that they might be encountering.
- Ensuring that any complaints from parents/carers are dealt with swiftly and effectively
- Encouraging parents/carers to undertake supportive roles in the clubs, such as volunteering or participating in activities
- Keeping parents up to date with any changes in the operation of the clubs, such as alterations to the opening times or fee levels

Parents are deemed to have read and agreed to these terms and conditions by signing the registration form and allowing their child to attend Breakfast/After School Clubs.