Moorlands Primary Academy
Breakfast and Afterschool Club
Terms and Conditions

1. The Clubs

Our Breakfast and After School Clubs are run by Moorlands staff who also have roles in school during the day. In this way we are able to offer a consistency and continuity of provision as the staff and children know each other well and share the same core values as are enjoyed during the school day.

Children can join in with activities or take time to read or do their home learning. The clubs aim to be flexible and reasonably priced. Children have a choice of breakfasts, snacks and tea.

Our Before and After School Clubs are a popular facility, therefore places **must be booked in advance** to ensure we have the correct staffing levels to enable us to fulfil our safeguarding expectations. The service is non-profit making. Cancellations must be made in line with our terms and conditions otherwise unattended booked sessions will be charged for.

Parents and Carers wishing to use the clubs are asked to carefully read this information and terms and conditions. The **declaration** must then be signed and returned to school prior to a booking being made. Terms and conditions are reviewed termly. There may be occasions when changes to terms and conditions occur prior to the termly review, parents and carers will be notified of these in writing and asked to sign and return an acknowledgement.

Moorlands Primary Academy School is committed to safeguarding and promoting the welfare of children. To achieve our commitment we will ensure continuous improvement and development of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our staff and volunteers.

Aims

- To provide childcare before and after school.
- To offer a safe, secure and friendly environment in which children can enjoy a breakfast and afternoon snack served in a relaxed and supervised environment.
- To promote healthy eating by providing a nutritious breakfast and healthy snack.
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.
- To enhance the community spirit of Moorlands Primary by supporting families to balance homework commitments

2. Staff

All our staff are DBS checked and there is a First Aid Trained member of staff on duty in every club. Staff have completed food hygiene training.

Staff Team:

Mrs Basey – HLTA
Mrs Davis - HLTA
Mrs O'Dell - Teaching Assistant
Miss Scrivens - Teaching Assistant

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Administration:
Andrea Mathers - Office Manager
Sue Fogden - Finance
Rachel Warner - Receptionist

3. Breakfast and After School Club Emergency Contact:
The direct dial number for the above is: 01493543747
This number is only available from 7.30am - 8.30am and 3.30pm – 5.40pm.
For enquiries during the school day please contact the school office. 01493 780007

4. Opening Hours
The clubs are held in the Hub. Breakfast Club is open from 7.30am - 8.35am After school Club is open from 3.10pm – 5.40pm. There may be exceptional days throughout the year when the After School Club may not be open, have different opening and closing times or change of venue within school. Parents and carers will be notified of these in a timely fashion.

5. Arrival and Departure for Breakfast Club
For parents using the Breakfast Club, we ask that you do not drive into the school grounds but park outside on the residential road, walk your child into the club, sign them in and confirm with the staff member whether or not your child is having breakfast. Please do not allow your children to come into Breakfast Club without an adult. Children will be escorted to classes at the end of breakfast club by club staff.

6. Arrival and Departure at the After School Club
Each day teachers are all given a list of children who are attending A.S.C that day. Reception children will be taken by a member of staff from their classrooms and escorted to the designated meeting area.. Key Stage 1 and 2 children will independently go to the designated area at 3.10pm where the After School Club member of staff will be waiting for them. Parents and carers of any child without a booked place will be contacted by the school office. All children are gathered at the meeting area and a daily register is completed. Children are then escorted by a staff member to the hub where the club is held. A headcount is carried out again once all children are in the club. Parents and Carers collect their children from the Hub and will be expected to sign their child out.

7. Parental/Carer Involvement
The Breakfast and After School Club's aim is to provide a safe, stimulating and caring environment where children and parents are welcome and valued. We believe that it is important to work together with parents to ensure their children's best interests are met. The After School Club staff are always happy to discuss any parental concerns at the end of their child's session. It will be the aim to resolve any concerns quickly by the club staff. A copy of the school's complaint policy can be found on the website.

8. Contact Details

Please ensure all contact details are kept up-to-date at the school office to ensure contact can be made in an emergency by the club workers. Please provide a PASSWORD to be given by a designated adult collecting from the club if this is different from the parent. This will ensure all safeguarding procedures are adhered to.

9. Payment

BREAKFAST CLUB	AFTER SCHOOL CLUB
The current fees are: £5.00 per session	The current fees are: £8.00 per session.

Late Collection:. If a child booked in until 5.40pm is collected late**, there will be £5 charge for the first (or part of) 15 minutes. A further charge of £5 for every 5 minutes will be charged after 5.55pm**. Please be aware staff are employed until 5.40pm.

10. Booking System

Bookings for both the Breakfast Club and After School Club must be in advance through the Arbor app. Please note there is a limit on the number of places in both clubs which are allocated on a first come first serve basis.

Block bookings can be made in advance. Cancellations for anything other than illness must be made 24 hrs in advance to avoid being charged. Please call the school office number on 01493 780007.

11. Late Collection

Please notify the After School Club by ringing the A.S.C direct dial number (01493543747) if you are unable to pick up your child on time.

12. Security

For security and safeguarding purposes if any person other than a parent is collecting a child the parent must notify the school office beforehand between the times of 8.30am and 3.30pm. After 3.30pm parents can also ring directly through to the After School Club direct dial number. We will not allow any child to depart from the club unless we have a form of identification or a password. Adults collecting any child/ children must present themselves to a member of staff, they must sign their children out and write down the time of departure.

13. Sickness

If your child has been ill through the school day or there has been an emergency and they cannot attend the booked After School Club session, credit will be carried over on your child's account. **It is not possible to provide any refunds**. If a child is showing signs of being unwell whilst they are in the After School Club, staff will notify the parent/carer and ask them to collect their child. If a child needs to be collected early, the full booked session will be charged for. Staff at the club cannot administer any form of medication unless the parent/carer has filled in a medication consent form. These forms are available from the school office and will be held there and not in the After School Club.

14. Accidents and First Aid

Sensible precaution is taken to ensure the safety of children. If your child has a minor injury whilst in our care, first aid will be carried out within the club. An injury form will be filled in by the adult who dealt with

the incident and you will be informed when you collect your child. Our staff are all trained in First Aid and a First Aid kit is kept on the premises.

15. Absences

If your child is absent from school and has been booked into the After School Club, please could you make the office aware that your child will not be attending the club. If you do cancel your booking, the charge will be removed and your child will have a credit for future use in the club. If the session is not cancelled you will be charged.

16. Valuables

We ask that children keep special items of interest to them i.e. toys and books in their school bags when they are attending the club. Inside the After School Club room we have a large range of toys and books and sometimes personal items can get lost within these

17. Behaviour

The Breakfast Club and After School Club staff encourage the children to respect themselves and others in a relaxed friendly environment with clear expectations and boundaries. We use the school's core values to underpin our behaviour policy. The Breakfast and After School Club will implement the same consequences and rewards systems that are used within the main school.

18. Refreshments

The clubs are nut free. Breakfast and light teas are available daily. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children and for it to be delivered in a calm and friendly environment. Drinking water is available at all times.

19. Parental Conduct

To ensure the best outcomes for our children, everybody needs to respect the professional relationships required in schools. Our staff work to the highest expectations of professional conduct and are held to account should their behaviour fall short of our expectations. We therefore ask that all parents frame questions and concerns in a calm and respectful manner to prevent parental behaviour becoming an issue in itself. Violence and verbal abuse towards staff members will not be tolerated and may mean your child will not be able to use our clubs.

20. School Agreement

We agree to:

Provide a safe, stimulating and caring environment where children and parents are valued

Ensure that all children are safely escorted to and from the clubs by a member of staff

Not allow any child to leave the A.S.C with anyone other than the parent/carer unless a form of identification or a password has been agreed between the staff and the parent/carer

Notify parent/carer if your child is showing signs of being unwell making every attempt to contact one of the people listed on the Registration sheet to arrange collection of your child

When notified by parents, we will credit an account if a child is absent due to being unwell that day.

Use the school's behaviour policy.

Ensure opportunities are made for child initiated play for Reception children in line with Early Years Foundation Curriculum. Ensure that all children are supervised at all times during club opening hours.

Pupil Agreement:
Pupil's attending the clubs must agree to:
Demonstrate the school's core values at all times showing respect for themselves, adults, peers and resources. Tell an adult if they have a worry or concern.

21. Parent/Carer/Pupil Feedback
Moorlands values the opinions of its pupils and parents. Systems will be in place, and communicated to parents/carers and pupils, to facilitate feedback.

22. Fire Procedure
In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly fashion via the closest exit. They will congregate on the staff car park. The club register should be taken outside and all names checked. There will be a fire practice once per term.

SUMMARY OF BREAKFAST CLUB AND AFTER SCHOOL CLUB TERMS AND CONDITIONS

Booking
Submitted booking forms need to be accurate and fully completed
Bookings must be received 24 hrs in advance of the date required.
Bookings made after this time may not be allocated a place.
There are limited spaces available which are allocated on a first come first serve basis.
Block bookings can be made in advance
Correct payment must be received for a booking to be processed.
It is the responsibility of parents and carers to give 24 hrs notice to the school of all cancellations.

Payment
All payments should be made via Arbo in advance. If you are having difficulty paying your bill, please contact the school finance department. Non-payment of fees may affect future bookings for either club.

Changes to Bookings
Cancellations must be made 24 hrs in advance, or there will be a charge for the booking, unless it is illness related (to the child).
Extensions to the duration a child is booked to attend, will be charged accordingly. Cancellations due to a child's absence will not be charged but the office must be informed that a child will no longer be attending.

Use of Clubs
Parents and carers need to accompany their child into the Breakfast Club signing them in with the correct time. Children cannot arrive at the Breakfast Club any earlier than 7.30am. Staff may be present but this is to allow adequate time for setting up prior to the club opening
Children must not turn up to the Breakfast Club without a booking
On collection from the A.S.C parents need to accurately record the time of departure
Children must be collected at the end of the session paid for.
There will be a set charge for late collection outlined above..
The A.S.C must be notified if a parent is unable to pick their child up on time or if another person will be collecting their child.

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Parents are asked to respect and trust the decisions made by staff and behave in an appropriate manner to all staff
The Breakfast Club and After School Club are part of Moorlands Primary School governed by the school's local governing body.

Please be aware that we reserve the right to refuse access to this facility for any parent or carer who refuses to abide by the procedures and protocols in place to ensure the safety and welfare of our children.

Please be aware that we reserve the right to refuse access to this facility for any child who persistently misbehaves or behaves in a manner that puts themselves, others or property at risk of harm or damage.

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DECLARATION

The parent(s)/carers of any child/ren attending the Breakfast and After School Club should have read and understood the information and Terms and Conditions before signing the following declaration.

Having read, understood and accepted all statements made in the Information and Terms and Conditions, I/We will comply with all the procedures.
I understand that any decisions made by the Breakfast and After School Club will be final.

Please sign and return to the school office.

PRINT IN FULL

PARENT/CARER NAME:.....

Signed…… Dated……...

Name(s) of Child/ren:.....

……

Password (not child's name).....

I understand that these terms and conditions will be reviewed termly and that I will be informed if changes are made before the termly review.