

**OUR LADY
IMMACULATE**
CATHOLIC ACADEMIES TRUST



*The Good Shepherd
Catholic Primary School*
Wrap-around Care

*Breakfast and After School
Homework Club*

Terms and Conditions Leaflet



General Information - Breakfast Club

Timings: The Breakfast Club will be open from 8.00am - 9.00am.

We plan to be open Monday to Friday for 38 weeks of the year - every week that school is open. The Breakfast Club will not be open on INSET / Teacher training days.

Cost: The cost per session is £3.00 for Breakfast Club **without** breakfast and £4.00 for Breakfast Club **with** breakfast.

Drop Off: Children should always be accompanied by a responsible adult when being dropped off.

Breakfast: This will include a range of healthy and enjoyable cereals with semi-skimmed milk. Both brown and white toast will be available with butter and a variety of toppings. A range of juices will be on offer in the morning, as well as unlimited access to water. The children will be taught, and encouraged, to prepare their own breakfasts. Food on offer will consider any allergies for registered children.

Provision: The club will take place in the school hall and should be accessed via the ramp in the KS1 playground.

Staffing: The Breakfast Club will be operated by members of the school staff. All members of the school staff on duty:

- Have undergone Safeguarding training and know how to follow school procedures for ensuring the safety of children.
- Are first trained, with many to a Paediatric level.
- Obtain extensive experience of providing rich and engaging opportunities for all Primary age ranges.



Booking

Step 1: Complete a registration pack and return to the School Office.

Step 2: If your child has a medical condition which may require equipment, for example an epi-pen or inhaler, the school will need an additional device to keep with them wherever they may be in school.

Step 3: All bookings should be made via Mrs Rathbone and Mrs McDonald. The ladies will be available on a Wednesday afternoon, between 2.30pm - 3.15pm.

Step 4: We have a strict number of places available. Once these places have been allocated, there will be no further admittance into the club. Payments must be made at the time of booking.

Step 5: If you find yourself in a position where you need to book an emergency session, please bring your child to Breakfast Club and pay on arrival.

The school takes our legal responsibilities very seriously and, unfortunately, if your child is not booked in to Breakfast Club, **they will not be admitted no matter what the circumstances.** Any communication regarding this should be made with the Breakfast Club or the Office Manager. Any complaints should be made via the normal School procedure. A copy of the School complaints policy is available on the website.

Child Care Vouchers as Payment

If you would like to use your child care vouchers to pay for Breakfast Club, please inform the school office. We currently accept the following vouchers:

- Care4 (60448865)
- Fideliti (MRS1000)
- Computer Share

Cancellations

Unfortunately, if bookings are made and your child is absent for the session, we will be unable to provide a refund. Should the facility be closed due to a problem with the venue or adverse conditions, the school will issue refunds.

Safeguarding

All staff who operate Breakfast Club have enhanced DBS (Disclosure and Barring Service) checks and, during the recruitment process, have been through 'Safer Recruitment' procedures.

All staff who operate Breakfast Club attend annual Safeguarding training delivered by the School's DSL (Designated Safeguarding Lead) and have regular Safeguarding updates. The School's Safeguarding Policy and procedures will be adopted into our wraparound provision.

Ofsted Registration

As the provision is operated within the school business, the club does not have a separate Ofsted registration number. The school Ofsted number is 142742.

Contact Details

Telephone: 01604 714399

Email: Office@tgs.nor.olicatschools.org

*We look forward to providing your child
with a healthy, fulfilling and engaging
Breakfast provision.*

General Information - After School Homework Club

Timings: *The After School Club will be split into two sessions.*

Session 1: 3.15 - 4.15

Session 2: 4.15 - 5.15 (allowing children who attend a different club to attend after that)

We plan to be open Monday to Friday for 38 weeks of the year - every week that school is open. The After School Club will not be open on INSET / Teacher training days.

Cost: *The cost for session 1 is a flat rate of £4.50*

The cost for session 2 is a flat rate of £4.50.

For both sessions the cost is £8

Snack: *Snacks at After School Club are not intended to be a meal replacement. A range of healthy and enjoyable snacks will be on offer throughout the week with a healthy main snack available as well. Children will self-serve and can access their main snack when they choose. A selection of fruit will be available at all times. Children have unlimited access to squash and water throughout the session. Food on offer will consider any allergies for registered children.*

Provision: *An opportunity for children to work on chrome books and complete homework via IXL/Purple Mash/TT rockstars. A variety of games, sports, crafts and puzzles will be available for the children to choose from. These will be planned in accordance to their needs and wishes and will rotate on a weekly basis. The club will take place in The Rainbow Room and should be accessed via the external classroom door.*

Staffing: *The After School Club will be operated by members of the school staff. All members of the school staff on duty:*

- Have undergone Safeguarding training and know how to follow school procedures for ensuring the safety of children.*
- Are first aid trained, with many to a Paediatric level.*
- Have 'Food Hygiene' certificates to ensure the highest standards of Health and Safety.*
- Obtain extensive experience of providing rich and engaging opportunities for all Primary age ranges.*

Booking

Step 1: Complete a registration pack and return to the School Office. Once the registration form has been received, the school will add you to our online booking system.

Step 2: If your child has a medical condition which may require equipment, for example; an epi-pen or inhaler, the school will need an additional device to keep with them wherever they may be in school. The school will not be able to transfer classroom medical equipment to the clubs.

Step 3: All bookings should be made via our School Gateway system (the same system we use to book school dinners). If you have trouble setting up an account, please visit the school office who will be happy to assist.

Step 4: Dates for booking will be released in the last week of school every half term. Parents will be able to book dates in advance for the forthcoming half term. It is recommended that you book as far in advance as possible as we have a strict number of places available. Once these places have been allocated, there will be no further admittance into the club. Payments must be made at the time of booking.

The school takes our legal responsibilities very seriously and, unfortunately, if your child is not booked in to After School Club, **they will not be admitted no matter what the circumstances.** Any communication regarding this should be made with the After School Club staff or the Office Manager. Any complaints should be made via the normal School procedure. A copy of the School complaints policy is available on the website.

Child Care Vouchers as Payment

If you would like to use your child care vouchers to pay for Breakfast Club, please inform the school office. We currently accept the following vouchers:

- Care4 (60448865)
- Fideliti (MRS1000)
- Computer Share

Cancellations

Unfortunately, if bookings are made and your child is absent for the session, we will be unable to provide a refund. You can cancel sessions up to 2 days before the session takes place by calling or e-mailing the school office. Should the facility be

closed due to a problem with the venue or adverse weather conditions, the school will issue refunds.

Late Collection

The After School Club will supervise any children who are not collected by 5.30pm. Following three late collections, a fee of £10 will be invoiced to parents. If you are running late, please contact the school.

Safeguarding

All staff who operate After School Club have enhanced DBS (Disclosure and Barring Service) checks and, during the recruitment process, have been through 'Safer Recruitment' procedures.

All staff who operate After School Club attend annual Safeguarding training delivered by the School's DSL (Designated Safeguarding Lead) and have regular Safeguarding updates. The School's Safeguarding Policy and procedures will be adopted into our wraparound provision.

Children will be required to be signed out from After School Club provision.

Ofsted Registration

As the provision is operated within the school business, the clubs do not have a separate Ofsted registration number. The school Ofsted registration number is 142742.

We look forward to providing your child with a healthy, fulfilling and engaging After School provision.