



Date reviewed: Summer 2020

Date to be reviewed: Summer 2021

Approval by the Headteacher

Signature of Chair of Governors:

Introduction

Breakfast Club, Catkins (Nursery) Lunch Club and After School Club are run by Sebert Wood Primary School and exist to provide high quality out-of-school hours childcare for our parents. They provide a range of stimulating and creative activities in a safe environment. A member of the Senior Leadership team is on site and on duty for every session. We aim to foster good manners, personal hygiene, co-operation, independence and respect for each other. We provide healthy, varied food choices and equip the children to make decisions about healthy lifestyles.

Spaces will be capped: 16 for Nursery, Reception and Yr. 1
6 for Yr. 2
12 for Yr. 3 and 4
12 for Yr. 5 and 6

Operation times

Breakfast Club:	Held between 7.45 am until the start of the school day
Catkins Lunch Club (Nursery):	Held between morning and afternoon Nursery sessions
After School Club:	Held from the end of the school day until 6.00pm

All clubs are only in operation during term time for pupils of Sebert Wood Nursery and Primary School. Emergency contact, medical and dietary details used will be those already supplied to the school.

Bookings and Payment of Fees

All places are subject to availability. Bookings are made via the School Gateway up to the day prior to the session required – full payment being required at time of booking. Emergency bookings on the day may be accepted directly via the school office, subject to availability.

Breakfast Club	£5 per session
Catkins Lunch Club	£3 per session
After School Club	£10 per session

All charges will be reviewed on an annual basis.

Fees should be paid via School Gateway, childcare vouchers or BACS payment. If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private. *Confirmation is required at time of booking that this policy has been read and the terms therein have been accepted.*

Cancellations

At least 24 hours' notice (1 working day) must be provided in order to be eligible for a refund.

Daily Routine

Parents/carers must ensure any person who may collect their child is listed on the attendance

register and that it is kept fully up to date.

Breakfast Club

Children eat between 8:00 and 8:20 a freshly prepared breakfast (menu – appendix 1; food allergen chart – appendix 2).

Nursery and Reception children are taken to their classes at the start of their morning session. All other children make their own to their classrooms.

Catkins procedure

Children eat together with the Catkins staff. The children have the opportunity to play outside or outside when they have finished eating. The children tidy up and come to the carpet to sing songs and rhymes ready for the afternoon Nursery session to begin.

Lower After School Club (Years Nursery, Reception and Year 1)

Children in the main school are collected from their classrooms by ASC staff and taken to the Nursery to join the Nursery children. They have freshly prepared substantial snack. Before the end of the session (approximately 5.20pm), children tidy up and listen to stories.

Upper After School Club (Years 2- 6)

Children are collected by ASC staff and taken to the ASC. They have freshly prepared substantial snack. Before the end of the session (approximately 5:40pm) children tidy up and sit quietly with a book / iPad.

Children have the opportunity to do homework, Spelling Shed and Times Tables Rockstars.

Please note that all gates to the school premises will be closed by the caretaker at 3.45pm to secure the premises whilst the children play outside. The gates must remain closed, therefore please ensure they are shut behind you when entering and leaving the school.

Behaviour at Extended Schools provision

The School behaviour policy applies fully to pupils at extended schools provision. If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club reserves the right to refuse provision for the pupil to attend, as this is not statutory school provision. The reasons and processes involved will be clearly explained to the child and their parent/carer.

Extended school rules are in appendix 3.

First Aid

Please refer to the Health & Safety/First Aid/Pupil Support policy.

Parents of any child who become unwell during session will be contacted immediately. If a child is sent home during school hours, the Extended Schools staff will be informed of their absence.

Uncollected children – Lunch Club and After School Club

If a child has not been collected by the end the extended school session, parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

A charge will be levied for late collection. A late collection charge of £10 per child will be applied for every 15 minutes after the end of the session. Payment for this charge will be due before the end of the half term period. Exceptional circumstances for late collection may be considered at the discretion of the Headteacher. The school reserves the right to consider withdrawal of places where parents persistently make late collection.

Appendix 1.

Breakfast club

Monday	Tuesday	Wednesday	Thursday	Friday
Selection of cereals*	Selection of cereals*	Selection of cereals*	Selection of cereals*	Selection of cereals*
Crumpets – various toppings*	Toast – various toppings*	Bagels – various toppings*	Pancakes – various toppings*	Muffins – various toppings*
Yogurt/fruit	Yogurt/fruit	Yogurt/fruit	Yogurt/fruit	Yogurt/fruit
Milk/water	Milk/water	Milk/water	Milk/water	Milk/water

After School Club

Monday	Tuesday	Wednesday	Thursday	Friday
Rolls/wraps – various fillings*	Pasta*	Sandwiches – various fillings*	Brioche/fruit loaf*	Beans/spaghetti on toast*
Cheese or Yogurt or Fromage Frais	Cheese or Yogurt or Fromage Frais	Cheese or Yogurt or Fromage Frais	Cheese or Yogurt or Fromage Frais	Cheese or Yogurt or Fromage Frais
Fruit/veg crudités	Fruit/veg crudités	Fruit/veg crudités	Fruit/veg crudités	Fruit/veg crudités
Water/diluted fruit juice/milk	Water/diluted fruit juice/milk	Water/diluted fruit juice/milk	Water/diluted fruit juice/milk	Water/diluted fruit juice/milk

*Subject to availability and seasonal changes.