Occasional/Additional Places

Priority for places is given to those children who commit to regular attendance. Requests for one-off/irregular days should be made in writing giving as much notice as possible. Please note that we cannot guarantee that these on-off/ irregular bookings can be fulfilled as the clubs can become full on some days.

To book a one-off/additional place, please contact the school office to check that a place is available.

Location

Both Breakfast Club and After School Club are held in the school hall; please come in via the main school entrance.

Late Collection Fee

Staffing is arranged to cover each session that has been booked. The staffing does not provide cover outside of these hours and therefore late collection will result in you being charged an additional fee.

Cancellation/Sickness

We are unable to offer refunds for cancelled places or absence due to sickness, holidays taken or attendance at an After School Club.

Fees and Billing

An invoice will be sent to you each half term; these should be paid by the end of the second week of the new term. You may pay by cash, cheque, Bank Transfer or childcare voucher. Please give all payments to a member of school staff in a sealed labelled envelope.

Policies

Breakfast and After School Club are subject to the School's Policies and Procedures.

For further information and forms, contact the school office on 01386 552515 or e-mail office@orchardprimary.org.uk

Orchard Primary School

Breakfast Club and After School Club

A Guide for Parents

(This leaflet should be read in conjunction with our Breakfast and After School Club Policy, a copy is available on request and on the school website, and the Parents Contract)

Aims

- To provide a secure, welcoming before and after school care facility for children attending our School.
- To encourage healthy eating.
- To provide a structured play environment to keep children interested and occupied.
- To support working parents by providing an affordable childcare facility.

Age Range of Eligible Children

Our Breakfast and After School Clubs are fully inclusive for all children attending Orchard Primary School from Reception to Year 6.

Any parent/guardian with a child who has any additional or special needs should record these on the compulsory registration form; this is so that any child can be appropriately welcomed. There may be an additional charge due to the level of staffing required. Please speak to Mrs Bitcon before making your booking to ensure the correct support can be put in place.

Staffing

Our Breakfast and After School Clubs are operated by qualified members of staff who have received training in health and safety, child protection, first aid and food hygiene. All staff involved with Breakfast and After School Club will undergo the full DBS checking process. The Designated Safeguarding Lead (DSL) is Mrs Sarah Bitcon, the deputy DSLs are Mr Matt Bayliss, Mrs Tracy Swoosh and Mrs Rhiannon White.

Opening Times

Breakfast Club is open every morning during school term time and runs from 7.15am until 8.45am. The last breakfast is served at 8.10am. This enables us to ensure the children play outside before the start of the school day.

The After School Club is open every afternoon during school term time and runs from 3.15pm until 5pm. Parents may book after school care from 3.15pm – 4pm, 3.15pm – 4.30pm, or 3.15pm - 5pm.

Cost

Breakfast Club is £4.50 per whole or part session.

After School Care is charged as follows: 3.15–4pm is £4.25, 3–4.30pm is £5.50, and 3-5pm is £7.50.

Meals and Snacks

As a school, we abide by the guidelines set out by the School Food Trust. Our selection of food aims to offer a healthy balance; for example, a choice for breakfast would include:

- A selection of cereals with semi-skimmed milk.
- Toast with low fat spreads, jams, marmite and honey.
- Fresh fruit.
- Milk, fruit juice, and water to drink

All children attending After School Club are offered a drinks and healthy snack (eg veg sticks, humous and fruit).

Are You Able to Cater for Specific Dietary Needs?

We will work with parents/carers to provide suitable food for children who have a special dietary requirement as diagnosed by a doctor or dietician. We will take all reasonable care to ensure that a child does not come into contact with certain foods. Nuts, of any variety, will not be accepted into Breakfast or After School Club at any time.

Activities

Each child is encouraged to make their own choice regarding the activities they choose to participate in. We will offer structured adult-led activities as well as free choice. Activities may include:

- Use of the school ICT equipment
- Art and Craft
- Construction and Lego toys
- Board games
- Music
- Physical activities (outdoors)

How Do I Book?

You will need to complete a registration form; this is available from the school office or school website. This form gives us all the necessary information, such as medical information, contact numbers and addresses. The registration form acts as a commitment to the sessions booked for a half term. If a reduction in sessions booked needs to be made, please ensure that at least 4 weeks' notice is given. All cancellations of sessions with less than 4 weeks' notice will be charged in full.