



# **The Echelford Primary School**

## **Before & After School Care Information Booklet and Terms & Conditions**

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## Our Vision

The Echelford Primary School puts the children's needs at the heart of its provision. Our whole school community is committed to enabling the children to become successful lifelong learners and happy, fulfilled adults who can make positive choices about their future.

### Introduction

Our Before and After School Care is run mainly by Echelford 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 expectations as are enjoyed during the school day.

Children can join in with the planned activities or take time to do their home learning. Many children enjoy playing in one of the activity areas, examples of which are:

- iPad zone where the children use an iPad to help with their home learning or a planned IT activity.
- sport related activity which will be held in the school gym or on the playground.

Alternatively children may prefer to have some quiet time playing with the range of games and toys available.

These options are very popular therefore places must be booked in advance to ensure we have the correct staffing levels to enable us to fulfil our safeguarding expectations.

**Parents wishing to use the before and after school care are asked to carefully read the information and terms and conditions in this booklet. The declaration at the end of this booklet must then be signed and returned to school prior to a booking being made.**

Terms and conditions are reviewed annually. There may be occasions when changes to terms and conditions occur prior to the annual review, parents will be notified of these in writing and asked to sign and return an acknowledgement.

*Echelford Primary 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.*

## INFORMATION AND TERMS & CONDITIONS

### BEFORE SCHOOL STAFF

Mrs Apps – Breakfast Care Manager  
Mrs Chalcraft  
Miss Husband  
Mrs Nowak  
Mrs Read

### AFTER SCHOOL STAFF

Mrs Shuttleworth – After School Care Manager  
Miss Jeffery  
Miss Hall  
Mrs Offield  
Mrs Van Sickle



### BEFORE SCHOOL CONTACT NUMBER

Please call our main school telephone number - 01784 253233

### AFTER SCHOOL CONTACT NUMBER

07541 647995

### OPENING HOURS AND FEES FOR BEFORE SCHOOL CARE

Opening hours: 7.35am – 8.30am every Monday-Friday term time only (not including days when the school is closed to children i.e INSET days/Bank Holidays)

Breakfast served until: 08:15am.

Fees: £4 per session (book and pay on Wisepay)

### ARRIVAL FOR BEFORE SCHOOL CARE

Please walk your child into school. Please do not drop your child off and ask them to come in on their own. Parents of pupils who walk to school will be responsible and liable for the health, safety and well-being of their child until they reach the office and are let through the internal doors.

### OPENING HOURS AND FEES FOR AFTER SCHOOL CARE

Opening hours: Option 1 Short session - 3.15pm - 4.30pm

Option 2 Long session - 3.15pm - 6.00pm

Every Monday - Friday term time only (not including days when the school is closed to children i.e INSET days / polling days / Bank Holidays or the last day of the Autumn, Spring or Summer term)

Fees: £6 per short session / £12 per long session (book and pay on Wisepay)

There are a strictly limited number of spaces available for option 1 and these are allocated on a first come first served basis.

## **COLLECTION FROM AFTER SCHOOL CARE**

Collection will be from the school office, upon arrival please press the silver videophone buzzer on the right hand side of the building.

Children will be dismissed to adults stated on the usual school dismissal list, if a different person is collecting your child you must let us know as soon as possible. No child will be allowed to leave unaccompanied by an adult.

## **LATE COLLECTION CHARGES**

Please notify After School Care by ringing the After School Care mobile number if you are unable to pick up your child on time. We appreciate that there will be the *occasional* unavoidable emergency however should this begin to happen more frequently you will be charged as if you had booked into the later session. In this instance, a £2 administration fee will also be charged.

Late pick up after 6pm will be charged at £5 for the first 10 minutes then £5 for every 5 minutes after that.

## **LATE BOOKINGS AND CANCELLATIONS FOR BEFORE AND AFTER SCHOOL CARE**

If a child arrives for Before or After School Care and a prior booking has not been made a late payment fee of double the original fee will be due. This covers the additional administration cost.

A refund will only be applicable if we are notified a minimum of 24 hours in advance that the booking is no longer required. Amendments are also only possible if it is at least 24 hours before the booking. Cancellations and amendments can be emailed to [office.echelford@lumenlearningtrust.co.uk](mailto:office.echelford@lumenlearningtrust.co.uk)

If children are absent from school due to sickness we will refund the booking.

## **THE BOOKING PROCESS**

Bookings for both option must be made a least 24 hours in advance. Bookings will only be accepted using the schools online booking system on Wisepay. Please note that payment by card or childcare voucher must be made at the time of booking.

For those paying by childcare voucher the booking will only be considered confirmed once we have received the voucher AND you have completed the Childcare Voucher Payment Notification form that can be found on our website.

## **FOOD AND REFRESHMENTS**

The Before School menu consists of:

- A selection of healthy cereals which include Cheerios, Weetabix, Shreddies and Rice Krispies
- Toast/bagels/croissants with a variety of toppings which include jam, honey or marmite
- Refreshments include orange juice, apple juice or milk
- Fromage frais yoghurts

We use fresh ingredients and follow statutory Government guidelines. 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.

Should your child have a dietary requirement we ask that you detail this on the Parent Declaration

form at the end of this booklet before your child attends either provision. Should needs change once enrolled, please contact our school office who will be able to update our records accordingly.



The After School menu consists of:

- Fruit snack - offered between 3.15 - 4.30pm to all children
- For children booked on the longer session, a cold snack tea will be served from 4.45pm which may include, but not limited to:-
  - Plain tortilla wraps / Bagels / baguettes / sliced bread / pitta bread (varies daily) filled with a range of fillings e.g. ham, chicken, tuna, cheese, lettuce, cucumber, red peppers and tomatoes. Sauces include mayonnaise or salad cream
  - Vegetable / fruit sticks / raisins
    - Fromage frais or yoghurt or fruit offered after the children have eaten their meals
    - Refreshments include no added sugar squashes, orange juice, apple juice and water



## ACCIDENTS AND FIRST AID

Every precaution is taken to ensure the safety of the children. If your child has a minor injury whilst in our care first aid will be carried out.

A trained First Aider will always be present.

## VALUABLES

We ask that children not bring their own toys into school as we have a large number of toys / games and so don't want anyone to lose their personal items.

## BEHAVIOUR

Staff will encourage the children to respect themselves and others in a relaxed friendly environment with clear expectations and boundaries. We use the Stay On Green approach for behaviour that is used throughout the school.



## STAY ON GREEN

All the children have the opportunity to make positive choices about



their behaviour and influence outcomes at Before / After School Care.

The children who regularly follow the rules at Before / After School Care are noticed and rewarded.

Before / After School Care follow a consistent system which is used throughout the children's school day.

The system promotes a less intrusive approach to the management of behaviour and the children are able to achieve rewards which will go towards their whole class reward system.

Before / After School Care will implement the same consequences that are used within the main school. This includes the coloured warning system of blue, yellow and red for reflection time.

Further information can be found on our school website.

### **PARENTAL CONDUCT**

The Home School Agreement and Family Handbook also applies to the provision at Before / After School Care.

For our Home School Agreement to work and help 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.

## THE PUPIL SCHOOL AGREEMENT

### *The School agrees to:*

- Provide a safe, stimulating and caring environment where children and parents are valued.
- Notify a parent / carer if your child is showing signs of being unwell, making every attempt to contact one of the people on our contact list.
- Use the Stay On Green approach for behaviour.
- Ensure that all children are supervised at all times during club opening hours and the full duration of their stay.

### *Pupil's attending must agree to:*

- Be kind to others and share the toys and games.
- Always treat the toys and equipment with respect.
- Tell an adult if I have a problem.
- Try to keep the promises I make in the school code of behaviour.
- Respect myself, all staff and other children and behave sensibly at all times.



Before and After School Care is part of Echelford 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 who refuses to abide by the procedures and protocols in place to ensure the safety and welfare of our children.

**ECHELFORD PRIMARY SCHOOL BEFORE & AFTER SCHOOL CARE DECLARATION**

*The parent(s) of any child/ren attending the Before and / or After School Care must read and understand the Terms and Conditions before signing the following declaration.*

Having read, understood and accepted all statements made in the Terms and Conditions I / We will comply with all the procedures.

I understand that any decisions made by the Before and / or After School Care will be final.

Print full name \_\_\_\_\_

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Name(s) of Child/ren \_\_\_\_\_  
\_\_\_\_\_

My child has special dietary requirements YES / NO (please delete as applicable)  
Details: \_\_\_\_\_  
Please be clear on any food allergies. \_\_\_\_\_

***I understand that these terms and conditions will be reviewed annually.***