

Breakfast Club & After School Club Handbook

Opening Times

Breakfast Club 7:50am to 8:40am

After School Club 3:15pm to 6:00pm

Breakfast Club

Children will be dropped off by parent/guardian to the main hall via the main school entrance. Children will be signed in by their parent/ guardian stating the arrival time. School staff members will offer all children attending the Breakfast Club a choice of healthy breakfast each day. Breakfast will be offered to all children arriving before 8:20am. We regret that breakfast will not be available after this time. Reception class children will be escorted by school staff member to their classrooms at 8:40am. Children in Year 1 to Year 6 will be allowed out into the playground from 8:30am once the blue gates are open and staff members are in the playground. There will be different creative and sports activities planned for the children attending the club including educational games. Children will be able to read their book if they wish and will be supported by a member of staff if required.

Typical Timetable for each day

7:50am Welcome

7:55am Breakfast

8:20am Tidy up

8:25am Group Activity

8:40am start of the school day

Breakfast - examples of breakfast are listed below:

Bowl of cereal with milk

Pancakes

Fruit with natural yogurt

Porridge

Drinks- Milk or water

Staff

All Breakfast club staff have an Enhanced DBS check, are interviewed, referenced, trained and experienced in working with children.

Sickness

We recognise that both staff and children are vulnerable to infections/illness and therefore ask parents/carers to refrain from bringing their children when they are unwell. We reserve the right to refuse entry to any child or family who, in the opinion of the supervisor, are not well enough to attend or pose a risk of infection to other children. We require written consent to administer any medication.

Accidents

First aid is always administered by a qualified first aider, who will decide the most appropriate course of action. A written accident report will be provided to the parent via the child's bag. Should a child need to go to hospital or need medical attention their parents will be immediately contacted. An escort will be provided if the parents are unable to get to school.

Security

All children will be signed by their parent on arrival at the Breakfast Club, please use the main entrance to the school.

Children may be dropped at any time during the session but must be signed in by the parent indicating the time of arrival.

Bookings, Fees and Payment for Breakfast Club

Bookings can be made by either completing a form available from the Reception Desk or by using the form available via the school website www.robertswood.org. Forms can either be returned to school via the silver post box in the foyer or they can be emailed to breakfastclub@robertswood.org. Urgent or last minute changes during club hours should be made directly to the School on the club mobile on 07880472728 (term time only) particularly in the case of cancellation of a session for your child.

Each session will be charged at £4.50 per child even if the full time has not been utilised i.e. late arrivals. The session starts at 7:50am and finishes at 8:40am at a cost of £4.50. Invoices will be sent out on a monthly basis and parents will have two weeks to pay the bill. Invoices can be settled via parent pay, child care or cheque.

Fees

- £4.50 per session/ per child
- Siblings attending on the same day / session will be charged at £3.00 per session (first child at £4.50 and subsequent child/ren at £3.00)

Cancellations

You must advise the club if you need to cancel a booking.

After School Club

Children make their own way directly to the First Shared Area. We offer children a range of activities, games and entertainment, or just the chance to relax and unwind. We have different craft and sports activities each day which are planned half-termly in advance to ensure a varied programme. We have our own dedicated room with a fenced outdoor play area, games and puzzles for older children, team games, sports and free play outside as much as possible. There is a full range of toys and activities to cover all age groups from 4-11 years with a homework area available if required.

All children are offered a range of activities and can choose to participate or engage in their own preferred activity. A healthy light bite is provided at 4.30pm such as beans on toast, wraps, pasta and sauce. Parents must sign their children out, stating the time of departure. All new children are observed during their first weeks to ensure they are happy, making friends and engaging with the activities. Children within the EYFS age group are regularly observed to ensure they are meeting their developmental goals. For children within the EYFS age range, we will display their work along with others on a display board during their time at the club and this will be available to parents at any time.

Typical timetable for each day

3.15 – 3.45 p.m. Welcome and inside activities

3.45 – 4.15 p.m. Homework* including reading, maths reference books, brain builders (*depending on the day of homework)

4.30 – 4.45 p.m. Light Bite

4.45 – 5.15 p.m. Group activity – outside, hall, ICT,

5.15 – 6.00 p.m. inside activities.

Light Bite - examples of light bite are listed below

Food - Wraps, frankies, beans, toast, spaghetti, jam, soup, pitta, humus, tomatoes, cucumber

Drink - Squash – orange, blackcurrant.

Staff

All after school staff have an Enhanced DBS check, are interviewed, referenced, trained and experienced in working with children.

Sickness

We recognise that both staff and children are vulnerable to infections/illness and therefore ask parents/carers to refrain from bringing their children when they are unwell. We reserve the right to refuse entry to any child or family who, in the opinion of the supervisor, are not well enough to attend or pose a risk of infection to other children. We require written consent to administer any medication.

Accidents

First aid is always administered by a qualified first aider, who will decide the most appropriate course of action. A written accident report will be provided to the parent on collection. Should a child need to go to hospital their parents will be immediately contacted. An escort will be provided if the parents are unable to get to the club.

Security

All children will be signed and timed in and out on a register. On arrival at the after school club, please use the main entrance to the school using the after school club bell to gain the attention of staff.

Children may be collected at any time during the session but must be signed out indicating the time of departure.

Children may only be collected by a nominated person otherwise it is vital that you let the club know if a different person is to collect.

Bookings, Fees and Payment for After School Club

Bookings can be made by either completing a form available from the Reception Desk or by using the form on the school website www.robertswood.org. Forms can either be returned to school via the silver post box in the foyer or they can be emailed to afterschoolclub@robertswood.org. Urgent or last minute changes during club hours should be made directly to the School on the club mobile on 07880472728 (term time only) particularly in the case of lateness in relation to collection.

You will be charged for the sessions your child(ren) takes taking into account the time of collection. Invoices will be sent out on a monthly basis and parents will have two weeks to pay the bill. Invoices can be settled via parent pay, child care or cheque.

Fees

- **£7.25 for 1 hour / part of one hour**
- **£11.50 for 2 hours* / part of two hours**
- **Subsequent ¼ of an hour over 2 hours is £1.30 per 15 minutes of thereof**
- **Late Collection Charge - £8 per 15 minutes per child after 6pm**

Fees for siblings

- **£6.25 for 1 hour / part of one hour**
- **£10.50 for 2 hours/ part of one hour**
- **Subsequent ¼ of an hour over 2 hours is £1.30 per 15 minutes of thereof**
- **Late Collection Charge - £8 per 15 minutes per child after 6pm**

Cancellations

You must advise the club if you need to cancel a booking.