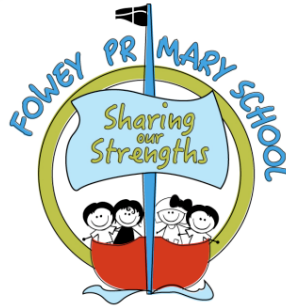


OCEANS



Breakfast and After School Club

Essential information for Parents/Carers

Our Breakfast and After School Club runs as part of our provision for the children attending Fowey Primary School. It operates within the ethos, aims and guidelines of the school. However, it differs from lessons and other club times in that the emphasis is on providing good quality playcare for your child after a busy day at school.

Breakfast Club Supervisor – Tracy Geach

***After School Club team – Zoe Wearne (Leader)
Jane Callaway (Assistant) & Sharon Cannon (Assistant)***

Updated September 2017

Breakfast Club 7:50 – 8:35am

Children booked into this club need to be dropped off by an adult at the external hall door via the blue side gate where the Breakfast Club Supervisor will register them. For breakfast they can have a drink, choice of cereals/toast/fruit. There will be some 'light' activities for the children to take part in if they wish. At 8:35am the children will either go to their classrooms or remain in the hall for Wake and Shake.

- We have 8 places available each day
 - £2.50 with or without breakfast
-

After School Club 3:05 – 5:30pm

Children booked into After School Club go to the Hall where they will be registered at 3:05pm. A member of the After School Club team will collect very young pupils, as necessary, from classes and take them to the Library. Children arriving after teacher-led clubs would go directly to the Library.

The children will get a light, healthy snack and drink. They will spend their time playing from a choice of activities, including floor games, craft, reading, role-play, computers, etc. Special activities will also be organised, for example, making use of our outdoor play areas and the hall. There will also be a quieter spot for reading or doing homework if they wish.

- We have 16 places in any session.
- You can book by the session and by the day. You can also block book for weeks/months in advance.
- In an emergency, if you think you are unable to collect your child from the club by 5:30pm, please call the dedicated mobile phone number 07716765566. **Please note that an additional charge of £5 will be levied automatically if children are collected after 5:30pm and a further £5 every 15 minutes thereafter.**

Bookings can be made in three separate sessions:

Session	Per child per session
3:05 – 4:00pm	£3
4:00 – 5:00pm	£3
5:00 – 5:30pm	£2

Costs are £3/hr rounded to the next full hour (for the first two sessions). For example, if a child is booked in at 3:05pm and collected at 3:50pm, the cost is £3. If a child is booked in from 3:05pm to 4pm but is collected after 4pm, the cost will be £6 as this enters the next session.

How do I book for Breakfast Club and After School Club?

Bookings can be made in three ways:

- 1 In person or by telephone (01726) 832542 between 8:30am and 3:30pm. The office is less busy after 9:00am and then again between 3:15 and 3:30pm.
- 2 Via email using our dedicated email account: oceans@fowey.sch.org
- 3 If not able to do the above, completing a form in the office foyer and posting it in the Oceans Booking box – please note the office will contact you to confirm whether spaces are available or not.
- 4 The first session for Oceans After School Club (3:05-4:00pm) cannot be booked when your child attends a teacher-led after school club. You can still book the sessions after teacher-led clubs, i.e. from 4:00pm onwards so that your child goes from the teacher-led club straight into Oceans.

Unfortunately, we cannot accept same day bookings. Bookings for next day sessions need to be made by 3:30pm the day before. Advance bookings are preferable.

How do I pay for Breakfast Club and After School Club?

Our method of payment is via ParentPay. Please keep ParentPay in credit otherwise sessions will be declined upon booking. For advice with childcare costs, please contact the Inland Revenue and Customs Helpline on 0845 300 3900. We also accept childcare vouchers – please speak to the office.

Cancellations

- 1 If you cancel with at least 24hrs notice you will be charged a £1 admin fee each time you cancel or change a booking
- 2 If the space is cancelled with less than 24hrs notice, you will be charged for the sessions booked in full **(in this case the £1 cancellation admin fee will not apply).**
- 3 If your child is absent from school through illness no charge will be made.
- 4 We are unable to swap sessions.

Health & Safety

Our Health and Safety policy includes risk assessing all activities. All members of staff are qualified First Aiders and hold relevant Food Safety qualifications. All incidents will be recorded (like at school already) and reported to the person collecting your child, using a written form. If an incident requires emergency services we will contact them and you simultaneously. **You must ensure we always have up-to-date contact details.** You will be asked to complete a registration form which will be held confidentially by the club.

Expectations

We want the children to enjoy their time at the club and expect staff to be polite and reasonable. In turn, we expect sensible behaviour and good manners from the children. We will inform you of any poor behaviour and reserve the right to refuse places should this become a persistent issue. We will of course also inform you of all the positives! If you have any concerns or complaints, these can also be addressed to the Club Leader or the Headteacher.

Quick reference

- Club contact number: 07716765566 between 7:50-8:35am and 3:05-5:30pm, otherwise please call the school office on 01726 832542.
- Breakfast Club: 7:50 – 8:35am (Hall) - £2.50 with or without breakfast.
- After School Club: 3:05 – 5:30pm (Hall/Library/Outside) - £3 per session/£2 for the final session.
- Method of payment is ParentPay.
- Registration forms must be completed and updated when necessary, e.g. contact details, medical conditions, dietary requirements, etc.
- Children **must be dropped off/collected** by a named person. Any pupil can be collected by a secondary school sibling up to the end of the first session i.e. 4pm. After 4pm, all attendees can only be collected by a named person aged 16 or over.
- Pupils in Y5 and Y6 can walk home after the FIRST SESSION ONLY at 4pm if permission is given.
- Breakfast and After School Club runs during term time only and excludes INSET days and holidays. There are a number of local providers of holiday clubs.
- Notice would be given in advance if After School Club had to finish early, e.g. end of term.