



Our Lady of the Rosary
Breakfast and After School Clubs
Parent Handbook



Breakfast Club

Sessions: Monday to Friday 7:45am-9.00am
Cost: £5.50 per session

After School Club

Sessions: Monday to Friday 3:00pm to 5.30pm
Cost: £10 per session



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Ofsted Registration Number: 106358

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1. Introduction

Welcome to Our Lady of the Rosary Breakfast and After School Club. The clubs provide breakfast and after school sessions for pupils from Nursery to Year 6.

The club is an extension of the school and will reflect the ethos and aims of the school. Both clubs will be housed in the School Hall. On rare occasions if extra-curricular activities are operating in the Hall, the After School Club will operate in a classroom and the Outdoor Cabin. The After School Club will also have the use of the playgrounds and all outside areas, including the Forest Zones.

Parents can relax in the knowledge that their children are safe and well cared for within the same family ethos as the school.

The Breakfast and After School Clubs are open during term-time only. For term dates, please refer to the school website or ask for a copy in the school office.

2. Activities

The School's family ethos, play and the Play work Principles are at the heart of our provision. Children have the opportunity to relax, do homework, join in with indoor and outdoor activities, play and have fun.

We conform to the Early Years Foundation Stage Guidance. Activities are child-led, helping children to develop positive attitudes to independent learning through play and positive relationships with the children and adults at the clubs.

At the clubs we offer an extensive range of age-appropriate activities including; art and craft, sports including table tennis, football, basketball, cricket and athletics; construction, den building, board games, small world activities, drawing and colouring, computing, library time, role play and creative activities.

We promote physical play both indoors and outdoors, the children have access to the outdoor play equipment, as well as equipment in the hall.

At the After School Club, the children have supervised access to computing facilities and also have the opportunity to have a quiet area for working should they choose to do so.

3. Booking Arrangements

Bookings can be made at the end of each term for the forthcoming term by the completion of a booking form, available from the school office or to download from the school website. They can also be made on an ad hoc basis, subject to availability in accordance with the appropriate staff/pupil ratio, via the School Office. Parents can book up to a term in advance or make long term bookings for the year. If your child is attending for the first time, you must complete the Child Information Sheet enclosed in this prospectus.

Arrival without booking

Arrival without booking is not always possible due to staffing ratios. If a child is expecting to attend the After School Club and we have not received a booking in advance, we will always attempt to contact the parent/carer. If we are unable to contact the parent, we will admit the child and the session charge will be applied.

4. Allocation of Places

Places are subject to availability in accordance within the appropriate staff/pupil ratios and health and safety requirements. However, our aim is to accommodate all families requesting the provision and to put additional flexible staff in place, at short notice.

5. Payment Arrangements

a) ParentPay

Club fees are paid by credit/debit card through a secure online portal called Parentpay. A charge is recorded each session your child attends so you can manage your child's account effectively. You should maintain a credit balance on your child's account at all times. Non-payment may result in withdrawal of your child's place at the clubs. You will be provided with ParentPay activation information when your child enrolls in school.

b) Childcare Vouchers

You can pay for the club using childcare vouchers. If you wish to pay using this method please contact the school office who can confirm whether we have an account set up with your childcare voucher provider. Vouchers payments are credited to your child's ParentPay account so you can manage the account effectively.

6. Changes and Cancellations

Cancellation can be made at any time but credit will only be offered if we have received notice at least 24 hours in advance. Credits will be offered in the form of another club session. Refunds will not be available.

Sessions missed, including those missed through illness, will not be charged.

Changes to bookings may be accommodated by the School Office subject to availability, preferably at least a week in advance.

If a recurring booking is cancelled then we cannot guarantee that a place would be available in the future as all places are subject to availability.

7. Dropping off and Collection of Children

Breakfast Club

Children should be signed into the club at the desk in the School Hall and handed over to a member of staff. Children can be dropped off at any time during Breakfast Club, however please note that breakfast is not served after 8:30am. At 8:45am Reception and KS1 children will be taken to their classes. Nursery children will be handed over directly to EYFS staff at 9.00am. KS2 children will make their own way to their classrooms at 8.45am.

After School Club

EYFS and Yr1 pupils are collected directly from their classrooms. Each class has a list of children attending the club each day and children from Year 2 to Year 6 are sent to the club if they are registered to attend by teaching staff. A register is taken at the beginning of each session. If a child is on the register but is not present and we have not been informed of their absence, then the parent will be contacted to confirm the reason for non-attendance. It is therefore important to keep us informed if your child is not attending for any reason. You can leave messages via the school office or the club mobile phone. If your child is attending an after school activity or Catch Up Class before attending after school club, please inform the club staff who can ensure that pupils are collected. Children who attend the club must be collected by a responsible person aged 16 years or over. Parents/carers collect children from the School Hall and then sign them out. Please note, the car park is for staff and visitors only. Do not use the car park for drop off and pick up.

Late Collection

Late collection by parents incurs a cost to the school in staff overtime fees. If children are collected after 5.30pm there will be an additional charge to parents of £15. This will be charged through Parentpay. If your child has not been collected from After School Club, staff will use all contact details provided to contact the parent/carers of the child. Where contact cannot be made with any of the emergency contact numbers and the child has still not been collected by 6:00pm, the After School Club staff will contact non-emergency local police on 101 to explain the situation or Social Services.

The Headteacher (DSL) should be kept informed.

8. Staffing

Staff are employed by the Governing Body of the school and are subject to enhanced DBS (Disclosure and Barring Service). They also receive appropriate safeguarding, first aid and food hygiene training and other training as required. There will always be a member of staff available with a paediatric first aid certificate. The staff are responsible for following all school policies and practices in line with all employees of the school. Designated staff members are appointed with responsibility for Safeguarding, First Aid, Special Educational Needs, EYFS, Health and Safety, Equalities and Inclusion.

The Government regulations state that the legal requirement for staffing in after school provision is a ratio of 1 adult to 30 children. However, in accordance with best practice, staff ratios of one adult to between 8 and 10 pupils will be maintained.

9. Meals/Menus

Parents and carers are asked to advise the club if their child has any specific dietary requirements.

Breakfast Club – Breakfast is served until 8:30am. Children are offered a choice of items including milk, fruit juice, toast, fruit, yoghurts and a range of cereals.

After School Club - Children are offered a range of snacks e.g. pitta breads or sandwiches with a range of fillings, crackers, breadsticks and yoghurts. Drinking water is available throughout the session and fruit is available every day.

10. Behaviour

Our aim is to create a fun learning environment where children are expected and encouraged to act kindly and respectfully towards their peers and the staff. To achieve this, behaviour is managed in line with the school's Behaviour Policy in order to create a consistent ethos throughout the school day and after school provision.

11. Special Educational Needs and Disabilities (SEND)

The clubs are available to all pupils of Our Lady of the Rosary Primary School. If your child has any SEN or disability and you feel that they may need special adaptations or additional support in order for them to access the clubs, please speak to the Headteacher.

12. Equal Opportunities

Our Club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices
- We will not tolerate any form of harassment.

13. Medicines

We do not normally administer medicines. If your child needs medicine which has been prescribed, such as epi-pens or inhalers, an individual healthcare plan may be necessary. Staff can only administer medication which has been prescribed and permission forms must be completed by the parent/carers in advance.

In cases of infectious diseases, the Local Authority issue guidelines on the required length of absence. We will share this information as necessary. If your child suffers from sickness or diarrhoea, you must keep him/her off for at least 48 hours after the last bout of illness.

14. Induction

You and your child are welcome to visit the Club before your child's first day, to familiarise yourselves with the setting and to help your child settle in.

During your child's first session time will be set aside for an induction. The induction will include running through Club's rules and routines (including meal times, collection, children's meetings), and introducing your child to the staff and other children.

Another child will usually be allocated to act as your child's buddy for the first few sessions.

15. Additional Information

The Clubs fall under the business of Our Lady of the Rosary Primary School and as such the school's policies apply. These include but are not limited to:-

Safeguarding and Child Protection Policies

Anti-Bullying Policy

Charging Policy
Complaints Policy
SEND Policy
Equalities Scheme
Health and Safety Policy

Policies are available to view on the school website and in a file at the club.

The information in this handbook is accurate at the time of publication but will be reviewed and updated regularly.

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