



Before & After School Club Welcome Pack & Agreement

Eyres Monsell Primary School Before and after School Club Information Pack for parents/guardians

We have produced this pack to provide you with some of the most important policies and procedures that will affect your child if they attend the club either before or after school. We are very happy to discuss anything about the clubs with you. You can telephone the school office during the school day on 0116 2773855 up until 4pm or on the club mobile number between 4-4.30pm – this number will only be manned during the club session times.

Breakfast Club (maximum number: 30 children)

Breakfast Club is held in our dining hall with a range of breakfast items served including bagels, toast, cereals, fresh fruit and juice. Calming table based activities are available for the children to take part in before being escorted to class at 8.35am.

Acorns Afterschool Care (maximum number: 20 children)

Acorns is based in our newly refurbished technology suite. Drinks and a small snack will be provided on arrival at the club and a variety of activities are organised each day to meet a range of ages and interests including arts, sport and recreational activities. There is a quiet area where children can read, rest or do homework.

This pack contains various documents:-

- A copy of the **Club Agreement and Rules** which gives important information about the club including arrangements for contacting the club staff, booking arrangements and fees.
- A copy of our **Safety and Security policy** setting out the responsibilities of parents, children and staff.
- A **consent form** for medical and photograph permission

What do I do next if I want to book a space?

Booking will be available from Thursday 11th July via Weduc. If you require any assistance with this please call the office on 0116 2773855, You must complete the registration form in the 'forms' section of Weduc or ask the school office for a hard copy. You will see from the Agreement and Rules that we can take a regular booking or you can book at short notice if we have space available.

*****Registration forms MUST be completed and returned prior to children attending any before or after school club sessions, failure to complete and return this form will result in places being withdrawn for safety purposes.***

Sessions Available

Eyres Monsell Primary School Breakfast Club and Acorns is managed by Eyres Monsell staff who provide activities for children from Reception to Year 6, in a safe, happy environment.

Breakfast Club runs from 7.45am-8.35am – children are to be dropped off to the main school reception.

Acorns runs from 3pm-4.30pm – children are to be collected from the main school office – please ring the 'Acorns' doorbell on the main doors.

Children attending either club are supervised by club staff at all times until they are collected by their parent/guardian (or an authorised adult). Children in year groups Rec-Y4 will not be permitted to go home unaccompanied and children in Year 5 or 6 may do so only with the **written** permission of the parent/guardian. This written permission needs to clearly state the time the child may leave. Parents/guardians are reminded that they have full responsibility for their child/ren from the time that they are signed out of the club by a member of staff.

Eyres Monsell Primary Before and After School Club Agreement

Children eligible to attend

All children attending Eyres Monsell Primary School from Reception to Year 6 are eligible to attend. If your child has any additional needs that may require one to one support or other specialist care it is the parent/guardian responsibility to detail this on the registration form and discuss with a member of the senior leadership team prior to booking any sessions.

Fees

Charges are:-

- £2 for Breakfast Club (7.45am-8.35am)
- £5 for Acorns After School Care (3-4.30pm)

The Eyres Monsell Before and After school club is non-profit and fees charged cover school costs for running the provision.

Late Collection

Should parents/guardians fail to collect their child/dren at the end of the session at 4.30pm, a late collection fee of £2.50 will automatically apply and be added to your bill. If you know that you will be late, please notify Acorns staff by calling the Acorns mobile telephone number.

Payment of Fees

Sessions should be booked and paid for in advance via Weduc. Payment is accepted for ad-hoc bookings on the day of the session being attended but failure to make payment at the time will mean that your child will be unable to attend. If your child is absent from school on the day of a pre-booked session, refunds will not be given due to the staffing requirements that have been put in place before hand.

Sickness, Accidents, First Aid and Emergencies

If a child becomes ill during a session, every attempt will be made to contact one of the people listed on the Registration Form to arrange collection of the sick child. The child will be cared for until collection. In the case of a minor accident, basic First Aid will be administered. Medication can only be administered with specific written instructions from a parent/guardian.

In the case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/guardian to discuss the course of action to be taken. If a child needs emergency hospital treatment the staff will first call an ambulance, then attempt to contact the parent/guardian and will continue to do so until successful. A member of staff will accompany the child to hospital and remain with them until a parent/guardian arrives.

A member of the senior leadership team will be on the school site at all times during Before and After school sessions.

Safety and Security of Children

This policy has four parts setting out the responsibilities of everyone involved with the club; parents, guardians, children and staff.

1. Responsibilities of parents/guardians

- Making sure that the session is booked and paid for via Weduc.
- Making sure that the contact details they have provided to the club are correct and that the club staff are notified about any changes.
- Notifying the club staff if their child/ren will be arriving late for the club for any reason, e.g. after school activities.
- Notifying the club if their child/ren are not attending for a booked session for any reason, e.g., after school appointment. Please note that refunds cannot be given for cancelled sessions.
- Letting club staff know during a session if they anticipate being later than planned collecting their child/ren.
- Letting club staff know if they have any concerns about their child/ren relating to the club.
- Supporting the school with high expectations of their child/ren's behaviour when attending the club. Failure to comply with this could result in places being withdrawn.

2. Responsibilities of children

- Children are responsible for listening to club staff when they are told which parts of the school they may play in because this may be different on different days. For example they may not be able to play out on the field every day.
- Children must not leave the area they are playing in without telling a member of the club staff.
- Children must behave in accordance to school rules and expectations, failure to adhere to this consistently could result in access to sessions being withdrawn.

3. Responsibilities of Club staff

- Checking with the school office whether any messages have been left about non-attendance.
- Collecting all Reception – Y2 children from their classroom teacher at the end of school and taking them to Acorns.
- Ensuring children play in a safe way and do not take unnecessary risks while attending the club.
- Recording any incidents or accidents that may occur accurately, and discussing these on the same day with the person who collects the child concerned.
- Ensuring that at all times at least one member of the club staff is aware of the whereabouts of each child during the session.
- Only handing over a child to a responsible person named by the parent/guardian on their contact sheet.
- Recording the time the child leaves on the register.