**St Joseph’s Catholic Primary Academy**



**Breakfast and After School Clubs**

**Information & Terms and Conditions**

**Our Aims**

* We aim to provide a high quality service which meets the needs of both parents/carers and children.
* For parents/carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service.
* For a child, this means an environment that is safe, happy, supportive and nurturing. A place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy.

**Introduction**

We have a dedicated and experienced staff team led by Mrs Stevenson, our Out of Hours Leader. Mrs Haime, Miss Gregg, Mrs Attridge, Miss Eccelston and Ms Nijiiri are our Out of Hours Assistants whom also work in school during the day.

Mr Smith from YMCA also takes children for sports sessions within the After School Club. All our staff are fully DBS checked and are appropriately qualified.

The club caters for children at St Joseph’s Catholic Primary Academy.

The club has its own dedicated mobile phone so that parents can contact staff directly, without having to go through the school switchboard (tel: 07701 302885) the phone will be switched on during Club hours.

**Location**

The clubs are situated within school grounds and pupils should be dropped off at the school hall which is accessed via the green gate on the Upper Junior Playground. Children must not be left at the gates unattended. When collecting you should call the dedicated number when you arrive at the school office and someone will bring your child to you. Please do not call until you arrive at the office.

**Session Times**

7.30am – 8.45am, on week days, term time only.

3.00pm – 4.30pm, on week day, term time only.

**Fees**

£3 per child per session for Breakfast Club. This includes cereal, toast or bagels and a drink.

£5.50 - 3pm – 4.30pm session for After School Club including a small snack. If your child has been booked in to be collected at 4.30pm and they are collected late then the ‘late collection charge’ below will be applied.

**All fees are payable in advance**; for regular bookings fees **must** be paid a month in advance, in accordance with our payment schedule. Fees should be paid via our online payment system at: <http://www.scopay.com/stjoseph-derby> if you are not registered for this service please speak to Mrs Stevenson.

If payment is not received in advance then future bookings will not be accepted and your child/ren will not be able to attend the clubs. Repeat offenders of non or late payment will stopped from using the service.

**Late collection charge** - £10.00 per child for every 10 minutes that you are late.

If your child does not attend a session and you have not given 48 hours’ notice then the session is still chargeable. If your child is ill you will not be charged for the missed session, however when reporting your child’s sickness absence please make sure you make office staff aware that they will not be attending a club.

Childcare vouchers can be used as payment for the clubs under the same payments terms as above (in advance).

**Booking Sessions**

Sessions can be booked by completing a registration and booking form available from the school office or online via the school website. Children will not be able to attend any sessions at the club until a registration form has been completed and payment has been received. Completed forms should be returned via email to admin@stjosephs.derby.sch.uk or to the school office.

Ad hoc sessions – We will NOT be offering ad-hoc sessions for the foreseeable future, if you want your child to attend they MUST be booked in advance for both clubs.

Regular sessions – On receipt of a registration and booking form the school office will advise whether a space is available. If no space is available, then the parent/carer will be notified that their child is on the waiting list.

**Booking meals for After School Club**

There will not be a meal available for the foreseeable future, children will get a small snack on entering the club i.e fruit or biscuits.

**What we offer**

We provide a safe and stimulating environment where your child can play, explore, chat with friends or just ‘chill out’. Each week a wide range of activities will be planned by club staff, including those based upon the ideas and suggestions of the children. These may include cooking, crafts, games, sports, free play, outdoor play, role play and much, much more! An opportunity to read and complete homework will be given at the beginning / end of each session.

**Attending the After School Club**

Children attending the club will make their way down to the school hall, for younger children they will be escorted by their class teaching assistant. A register will be taken and children will remain on school grounds.

**Collecting children from the After School Club**

Children should be collected by an adult from the school hall and signed out. Only those identified on the registration form may collect a child.

All children must be collected by 4.30pm as the school site is secured at this time.

In the event of any parent/carer being late to collect their child it is essential that you contact the club at the earliest opportunity to enable us to make arrangements. A charge of £10.00 per child for every 10 minutes is made for every child who is collected late.

Persistent lateness may result in a child’s place at the club being removed.

If a child is not collected, and the parents have not contacted the club, attempts will be made to contact the parents. Failing this, attempts will be made to contact those listed as able to collect the child. Should this still prove unsuccessful staff will wait half an hour, after this time Children’s Services or the Police will be contacted.

**Attending Breakfast Club**

Children should be dropped off that the school hall via the upper junior playground. The playground gate will be unlocked at 7.30am. Do not leave your child unattended at the gates and do not send them in if a place has not been pre-booked. The gates are locked at 8.20am. Any children arriving after 8.20am will not receive breakfast as time has to be allowed to clear away ready for school activities.

**Closures**

The Clubs are only open during term time. In the event of the Club’s closure due to severe weather or an emergency parents/carers will be informed by telephone and/or text message. A refund of session fees would be made under these circumstances.

**Behaviour**

At the Clubs, we aim to value every child’s right to a safe, happy and inviting environment. Club staff will inform parents/carers if there are any concerns regarding their child’s behaviour and work with them to support their child. However, persistent bad behaviour and behaviour that compromises the safety and well-being of other children and staff will result in your child being removed from the Club register.

Abusive or aggressive behaviour from parents towards the club staff will not be tolerated and will result in a child’s place being withdrawn from the clubs.

**Club Policies**

Many of the club’s policies and procedures are the same as those for the school. Should parents wish to view copies of school or club policies these can be requested from the school office or found on the school website.

**Contact information:**

St Joseph’s Catholic Primary Academy

Mill Hill Lane

Derby

DE23 6SB

01332 361660

After School Club mobile – 07701 302885

Out of Hours Leader – Mrs A Stevenson

Any questions, complaints or additional information relating to Breakfast or After School Club should be obtained directly from Mrs Stevenson who can contacted on:

01332 361660 between the hours of 9.15am – 1.15pm or email address a.stevenson@stjosephs.derby.sch.uk