

Breakfast Club General Terms

Breakfast Club runs from 7.45 am—8.40 am

The daily charge is £4.00 per child.

General Terms for Breakfast Club

Please ensure sessions are booked in advance of your child attending Breakfast Club. Please contact school if your child will not be attending Breakfast Club on a day when they have been booked in. For the safety of your children, it is essential we know which children should be on the register in order that we know who to expect so that we meet safe ratios.

Please note payment is required at the time of booking in advance of your child attending the club. Once your booking is accepted the fee is not refundable for any cancellations. Thank you for your understanding.

If you have any queries, please contact the Breakfast Club Leader, Ms Mandy Hawkins on **07396 700398** or office@sutton-courtenay.school

If your child is unable to attend Breakfast Club, please ring **07396 700398**.

PLEASE ADVISE US IF YOUR EMERGENCY CONTACT NUMBERS CHANGE.

Sutton Courtenay C of E Primary School Breakfast Club

User Regulations Updated: 20 July 2023

Staff:

The Breakfast Club Leader is Mrs Hawkins who is available Monday to Friday. Should you need to speak to Mrs Hawkins, please do so at drop off in person or by telephone on 07396 700398.

Opening Hours: Breakfast Club operates in one session: 7.45 am - 8.40 am. Breakfast is served between 8.00 am and 8.20 am.

Entry and Payment of Fees:

The charge for Breakfast Club is £4.00 (per day). Places are allocated on a pre-booked basis, via the Parentmail booking system. Bookings should be submitted before the end of the previous term. **Fees are payable at the time of booking via Parentmail or by childcare vouchers.** Once your booking is accepted the fee is not refundable for any cancellations. Extra sessions can be booked on a needs basis if there is room (please do not turn up presuming that there will be a space!) Extra sessions used must be paid for on the day of usage. Please contact the school office by phone or email to book extra sessions.

Access/Exit Breakfast Club takes place in Lavender Lodge. Parents and children will access the Breakfast Club via the side gate behind the bike shed. Children will keep their coats, PE bags and lunch boxes with them in the Breakfast Club room until the start of the school day. Children ARE NOT allowed in other areas of the school other than where the Club is permitted to operate.

Policies and Practices

Children MUST be signed into Breakfast Club each morning by a member of staff. All accidents will be recorded, and parents notified. Parents will be contacted in the event of a child being ill and considered unfit to remain at the Club. School will be notified where a child reports that they are feeling unwell whilst at the Club. Children should not bring their own toys to Breakfast Club. Whilst we want the atmosphere to be as informal as possible, normal school rules apply. The children will be expected to co-operate with staff at all times. Any child whose behaviour is causing concern may be asked to leave the Club. The same behaviour policy will apply at Breakfast Club as during the normal school day – Orange and Red card system. At 8.40 am, all the children will be escorted (with their belongings) by a member of the school staff to their classrooms.

After School Club General Terms

After School Club runs from 3.10 pm - 5.30 pm Monday to Thursday and 3.10pm to 5pm Friday
The daily charge per child is £10.00 Monday to Thursday and £8.00 Friday

General Terms for After School Club

Please ensure sessions are booked for the term in advance of your child attending After School Club. Please contact school if your child will not be attending After School Club on a day when they have been booked in. For the safety of your children, it is essential we know which children should be on the register in order that we know who to expect so we can meet safe ratios.

Please note payment is required with the booking in advance of your child attending the club. Once your booking is accepted the fee is not refundable for any cancellations. Thank you for your understanding.

Late collection

Late collection up to 6.00pm will incur a £5.00 fine per child and £5.00 for each additional 5 minutes or part thereof.

If you have any queries, please contact the After School Club Leader, Miss Kelly Wall on **07396 700398** or office@sutton-courtenay.school.

In case of emergency during ASC hours please telephone **07396 700398**.

PLEASE ADVISE US IF YOUR EMERGENCY CONTACT NUMBERS CHANGE.

Sutton Courtenay C of E Primary School After School Club User Regulations Updated: 20 July 2023

Staff: The After School Club Leader is Miss Kelly Wall who is available Monday to Friday. Should you need to speak to Miss Wall, please do so at pick up in person or by telephone on **07396 700398** (after 3.10 pm).

Opening Hours: After School Club operates in one session: 3.10pm till 5.30pm (5pm on Friday)

Snacks: Snacks and drinks will be provided by the school. Whilst we will endeavour to encourage your child to eat their snack, we will not force them to do so.

Entry and Payment of Fees Price: The daily charge for After School Club is £10.00 Monday to Thursday and £8.00 on Friday. Places are allocated on a pre-booked basis, via the Parentmail booking system. Bookings should be submitted before the end of the previous term. **Fees are payable at the time of booking or by childcare vouchers.** Once your booking is accepted the fee is not refundable for any cancellations. Extra sessions can be booked on a needs basis if there is room (please do not presume that there will be a space!) Extra sessions used must be paid for on the day of usage. Please contact the school office by phone or email to book extra sessions.

Access/Exit: After School Club takes place in Lavender Lodge. Parents and children will exit the After School Club via the side gate behind the bike shed. Children ARE NOT allowed in other areas of the school other than where the Club is permitted to operate.

Policies and Practices Children MUST be signed out of After School Club each evening by a member of staff. All accidents will be recorded, and parents notified. Parents will be contacted in the event of a child being ill and considered unfit to remain at the Club. Children should not bring their own toys to the After School Club. Whilst we want the atmosphere to be as informal as possible, normal school rules apply. The children will be expected to co-operate with the staff at all times. Any child whose behaviour is causing concern may be asked to leave the Club. The same behaviour policy will apply at After School Club as during the normal school day – Orange and Red card system. At the end of the school day, Key Stage 1 and Foundation Stage children will be escorted from their classrooms, with their belongings, by a member of school staff to the After School Club room. Key Stage 2 children will make their own way to the room.