



# Glazebury C.E. Primary School



## Breakfast & Extended Provision

## Parent's Handbook 2020-2021

*'Growing Together at the Heart of God's Community'*

Wrap around care is essential to many working parents. At Glazebury CE Primary we have chosen to provide the above services in an endeavour to continue to put children at the heart of everything we do. The provision of a Breakfast Club will help to ensure

continuity of care for the child and family. We hope in doing so, it provides support for working families to start and continue to work and train.



### **Purpose:**

- To provide children with a nutritious snack in the morning.
- To ensure that children have a rich and varied menu of activities.
- To have experiences that are not available within the classroom to develop pupil's social and emotional intelligence and to encourage self-esteem and independence.
- To ensure that pupils have a prompt start to the day.
- To ensure pupils have homework support
- To minimise attendance issues.
- To provide wrap-around care to fulfil the school's extended services role.
- To ensure equality of access to all pupils in spite of age, race, disability or religion.

### **What we offer:**

At **Breakfast Club** will provide a healthy start to the day, it will ensure that children get the right nutritional balanced diet which will maximise and enhance their capacity to learn. The club will offer a range of enriching stimulate, enhance, engage, excite, and create enjoyment that enables children to learn from practical first-hand experiences. *It runs from 7.30am until 8.50am – available to all year groups*

At **Extended Provision** will provide a nutritious varied snack for the end of the school day, it will ensure that children get the right nutritional balanced diet which will maximise and enhance their capacity to learn. The club will offer a range of enriching stimulate, enhance, engage, excite and create enjoyment that enables children to learn from practical firsthand experiences. *It runs from 3:15pm to 5:15pm– available to nursery children, reception, and year one children. This will be reviewed annually.*



## **Staffing**

Glazebury C.E. Breakfast Club is coordinated by a senior member of school staff and two qualified teaching assistants. The aim is to provide a smooth transition between school and provisions. We also have additional staff available to cover absences, when regular staff are ill or attending courses. All our staff are school employees who have significant experience of working with children, and comply with EYFS requirements for registered childcare. Staff are expected to undertake professional development training. All staff members have been checked through the Disclosure and Barring Service.

## **Staff:**

|                            |   |
|----------------------------|---|
| Senior Teaching Assistant: | Mrs Donna Marie Cunningham (First Aider & Food Hygiene) |
| Teaching Assistants:       | Miss Jennie Greenall (First Aider & Food Hygiene)       |
|                            | Miss Catherine Smith (First Aider & Food Hygiene)       |
| Apprentice TA's            | Miss Jade Upton and Miss Esme Stevens                   |
| Senior leader:             | Mrs Katie Prescott                                      |
| Head Teacher:              | Mrs Karen Mowbray                                       |



## **Policies and Procedures**

The club operates under a number of policies and procedures, copies of which are held at the school and on the school website and are available at your request. Copies of policies relating to fees, behaviour and admission will be distributed to all users as and when they are reviewed.

## **TERMS AND CONDITIONS**

### **Admission**

It is our intention to make Glazebury C.E. Breakfast Club accessible to children attending Glazebury C.E primary school. Admission to the club is organised by the School Business Manager and a waiting list system may be implemented when/if the need arises.

## Session Booking

Sessions need to be booked in advance via the school office for the following half term. Sessions to be fixed and once booked, paid for even if session is not attended. Exception to this is if isolating due to Covid19, no charge will be made.

## Payment of Fees

An invoice will be raised at the end of every half term for the following half term. These invoices are to be paid either half termly or monthly in advance of accessing the provision. Non-payment of fees will affect your attendance. Please speak to School Business Manager if there is a problem with payment.

We are a cashless school, so fees are to be paid directly into our bank account in advance of accessing the service. We also accept all Childcare Vouchers.

Our Bank account details for online payments is:

Lloyds Bank

Account Name: Glazebury CE Primary School

Account Number: 35685368

Sort Code: 30 65 62

Our Ofsted number for registration with Childcare Vouchers is: 146417

Please note: Non-payment of fees may result in your place being terminated.

Glazebury CE Primary School Breakfast Club and [Extended Provision](#) aims to keep fees to a minimum, whilst still raising enough income to cover our running costs. Please ensure fees are paid promptly. If you are having difficulty paying fees, please speak in confidence to the School Business Manager as soon as possible.



The pricing structure is as follows:

### **Breakfast Club: £3.00 per session**

Prices will be reviewed annually (Summer Term). Any changes in prices will be notified in writing in advance.

### **Extended Provision: £5.00 per session**

Prices will be reviewed annually (Summer Term). Any changes in prices will be notified in writing in advance.



### **Induction**

The child and parents/carers may come and see the club before the child's first day. Early in each child's first attendance a short time will be set aside for an "induction" period. During this period a member of staff will outline the club's rules and routines. Another child will usually be allocated to act as the new child's mentor for the first few sessions.

### **Arrival /Departure**

Please use the main office/reception door when arriving with your child in a morning. If you ring the bell, a member of staff will come and greet you and escort you into the hall where the breakfast club is sited. Breakfast club takes place in the school hall/EYFS classroom, a member of staff then takes all children to their classes at 8:45 so they are in class and ready to learn at 8:50am when registration takes place. Collection on an evening is via Early Years outside covered area, ring the bell and a member of staff will greet you and arrange for safe collection of your child.



### **Child Protection**

We aim to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We aim to comply with local and national child protection procedures and ensure that all staff are appropriately trained.

### **Equal Opportunities**

Glazebury CE Breakfast Club is committed to equal opportunities as stated in its Equal Opportunities Policy.

### **Special Needs**

Glazebury C E Breakfast will make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents/carers and relevant professionals to meet the child's specific needs.

We will endeavour to accommodate all children of all ability, whilst working within the club's limitations. Each case will be assessed individually, and risk assessed to ensure everyone's safety.



## **Behaviour**

Breakfast club and Extended will follow the school's Behaviour Policy, available from our website and a paper word version is available upon request.

There are red, amber and red signs up all around the school including the hall likewise with our Golden rules, which all children are familiar with. All children are on green, names moved to amber which indicate a warning and red is if behaviour continues and will be reported to parents and senior leaders. All children have the opportunity to be moved back from amber to green if behaviour improves.

Class dojos are given to reward and will be transferred to school system.

- Children are expected to respect each other, staff and visitors.
- Staff will encourage an atmosphere of care and consideration between all members of the club including children, staff and visitors.
- Glazebury C.E. clubs aim to encourage appropriate behaviour through praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.
- Glazebury C.E. clubs will not tolerate from any member: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict.
- We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of additional needs. All behaviours will be recorded and report to senior leadership and parents, we will strive to be flexible in order to accommodate all children.



## **Illness**

Unfortunately, we are unable to care for children who are unwell. Please inform the School office of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him/her to the Club for 48 hours after the illness has ceased.

## **Accidents and First Aid**

Every precaution is taken to ensure the safety of the children at all times and the Club is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. We operate an accident procedure and fire drills are carried out regularly.

## **Medication**

Please let the School Office know if your child is taking prescribed medicine and/or medication needs to be administered during club time.

## **Complaints Procedure**

Glazebury C.E. School Clubs are run for the users. We value your opinions. If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the any other member of school staff.

Verbal complaints will be brought to the attention of senior staff or the Head Teacher, for discussion and action. All written complaints will be acknowledged as per school policy, a full copy of our complaints procedure and policy is available on the school website and upon request.

## **Pledge to Parents/Carers**

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or at agreed times to take part in our activities
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures
- Be consistent and reliable to enable you to plan with confidence and peace of mind
- Share and discuss your child's achievements, experiences, progress, and friendships
- Be available to discuss decisions about running the extended provision
- Ask your permission for outings and special events
- Listen to your views and concerns to ensure that we continue to meet your needs