

Glazebury C.E. Primary School

Breakfast & Extended Provision



Parent's Handbook

'Growing Together at the Heart of God's Community' School values central to life in our community

At Glazebury CE Primary our core values of **Love and Wisdom** are at the centre of all that we do and all that we are. We feel that the values of friendship, truthfulness, hope, peace, creation, trust, compassion, justice, humility and forgiveness are fundamental to the growth of all.

Love never fails, 1 Corinthians 8:13

For the Lord gives **wisdom** : from his mouth comes knowledge and understanding.

Proverbs 2:6

The HEART of our Curriculum:

H - Helping children prepare for life, growing with God.

E - Embracing Christian Values.

A - Achievement for all.

R - Reading at the **heart** of our school

T - Teaching a knowledge rich curriculum.

Aims: 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 and Extended Provision 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.
- 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 and relaxed end of 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.

Helping children Prepare for life, growing with God:

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, our younger children are situated in our Nursery class to ensure that they have familiarity with regards to the setting.

Extended Provision refers to the wrap around care that we provide after school. In Extended Provision we 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 first-hand experiences. It runs from 3:15pm to 5:15pm – available to all nursery children and school children from Reception to Year 6.



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 Enhanced Disclosure and Barring Service.

Staff:

Nursery lead:	Miss Chelsea Fryer
Teaching Assistant Level 3	Mrs Angela Jones
Breakfast Club Supervisor	Miss Cara Hardman
Apprentice TA's	Miss Isobel Thilwin
	Mrs Amelia Heyes
	Miss Faith Ashton
Extended Assistant	Miss Abbie Jones
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 Breakfast Club and Extended Provision accessible to children attending Glazebury CE 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, we operate a system where the school office book your sessions for the following half term. Sessions are fixed and once booked, paid for even if session is not attended.

We do not offer ad hoc sessions unless in emergency circumstances. This is to ensure that staff/pupil ratios are met.

Payment of Fees

Payment is to be made via a payment item on ParentPay in advance of your child accessing the session. ParentPay is to be kept in credit for these services and not allowed to go into arrears. The school reserve the right to remove the access to these services if fees are not paid in advance. (after a supportive conversation).

We also accept all childcare vouchers and tax free childcare payments, these are to be paid directly into our Lloyds bank account and school will credit this amount onto your child's ParentPay account once received.

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 child's place being removed.

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 making payment of fees, please speak in confidence to the School Business Manager as soon as possible.



The pricing structure is as follows:

Breakfast Club: £4.50 per session

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

Extended Provision: £7.50 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

To access breakfast club in a morning, please access via the school double doors on the small playground. In adverse weather conditions we may use the front entrance to school but would inform you on the morning.

Collection on an evening from extended provision is via reception class outside covered area, ring the bell and a member of staff will greet you and arrange for safe collection of your child.

Children are signed into breakfast club by the breakfast club supervisor and parents sign their child out on collection from Extended Provision.

Late Pick-ups

We are aware that traffic in the area can be an issue but the closing time for extended provision is 5.15pm. Staffing hours are only covered until 5.15pm so if collection is outside these hours it creates prolonged hours for staff and additional costs for school. We are supportive and flexible in emergencies but if lateness regularly occurs we reserve the right to charge. A charge of £10 will be made if collection is made after 5:15pm.



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 Breakfast and Extended Provision is committed to equal opportunities as stated in its Equal Opportunities Policy.

Special Needs

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

There are red, amber and green 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 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 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 wrap around 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. 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 and other emergency drills are carried out regularly.

Medication / Inhalers

Please let the School Office/Class Teacher/ BC or EP staff know if your child is taking prescribed medicine and/or medication needs to be administered during club time. The schools medicine policy is followed. This is available on our website or paper copy available from the school office. Medication cannot be administered without the correct paperwork being completed.

Complaints Procedure

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 paper copy available 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 breakfast club and 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