



Date reviewed: Autumn 21

Date to be reviewed: Autumn 22

Approval by the Headteacher

Signature of Chair of Governors:

Introduction

Breakfast Club, Catkins (Nursery) Lunch Club and After School Club are run by Sebert Wood Primary School and exist to provide high quality out-of-school hours' childcare for our parents. They provide a range of stimulating and creative activities in a safe environment. A member of the Senior Leadership team is on site and on duty for every session. We aim to foster good manners, personal hygiene, co-operation, independence and respect for each other. We provide healthy, varied food choices and equip the children to make decisions about healthy lifestyles.

Spaces will be capped:	Breakfast club	35
	Afterschool Club	40
	Catkins Lunch Club	16

Operation times

Breakfast Club:	Held between 7.45 am until the start of the school day
Catkins Lunch Club (Nursery):	Held between morning and afternoon Nursery sessions
After School Club:	Held from the end of the school day until 6.00pm

All clubs are only in operation during term time for pupils of Sebert Wood Nursery and Primary School. Emergency contact, medical and dietary details used will be those already supplied to the school.

Bookings and Payment of Fees

All places are subject to availability. Bookings are made via the School Gateway up to the day prior to the session required – full payment being required at time of booking. Emergency bookings on the day may be accepted directly via the school office, subject to availability.

Breakfast Club	£5 per session
Catkins Lunch Club	£3 per session
After School Club	£10 per session

All charges will be reviewed on an annual basis.

Fees should be paid via School Gateway, childcare vouchers or BACS payment. If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private. *Confirmation is required at time of booking that this policy has been read and the terms therein have been accepted.*

Cancellations

At least 1 weeks' notice (5 working days) must be provided in order to be eligible for a refund due to the pre-ordering of food and staffing. This must be done by parents via their school gateway account.

Breakfast Club

Children eat between 8:00 and 8:20 a freshly prepared breakfast (menu – appendix 1; food allergen chart – appendix 2).

Nursery, Reception, Year 5 and Year 6 children are taken to their classes at the start of their morning session. All other children make their own to their classrooms.

Catkins procedure

Children eat together with the Catkins staff. The children have the opportunity to play inside or outside when they have finished eating. The children tidy up and come to the carpet to sing songs and rhymes ready for the afternoon Nursery session to begin.

After School Club

Children are taken by staff to the ASC. They have freshly prepared snack. Please note if you collect your child before 4.30pm they may not have had their snack.

Children have the opportunity to do homework, Spelling Shed and Times Tables Rockstars.

Please note that all gates to the school premises will be closed by the caretaker at 3.45pm to secure the premises whilst the children play outside.

Collection

Should collection arrangements change (we assume collection is by the Parent/Carer), please email the school or contact the club directly.

Behaviour at Extended Schools provision

The School behaviour policy applies fully to pupils at extended schools provision. If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club reserves the right to refuse provision for the pupil to attend, as this is not statutory school provision. The reasons and processes involved will be clearly explained to the child and their parent/carer.

Extended school rules are in appendix 3.

First Aid

Please refer to the First Aid policy.

Parents of any child who become unwell during session will be contacted immediately. If a child is sent home during school hours, the Extended Schools staff will be informed of their absence.

Uncollected children – Lunch Club and After School Club

If a child has not been collected by the end of the extended school session, parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

A charge will be levied for late collection. A late collection charge of £10 per child will be applied for every 15 minutes after the end of the session. Payment for this charge will be due before the end of the half term period. Exceptional circumstances for late collection may be considered at the discretion of the Headteacher. The school reserves the right to consider withdrawal of places where parents persistently make late collection.

Appendix 1.

Breakfast club

Monday	Tuesday	Wednesday	Thursday	Friday
Selection of cereals*	Selection of cereals*	Selection of cereals*	Selection of cereals*	Selection of cereals*
Crumpets – various toppings*	Toast – various toppings*	Bagels – various toppings*	Pancakes – various toppings*	Muffins – various toppings*
Yogurt/fruit	Yogurt/fruit	Yogurt/fruit	Yogurt/fruit	Yogurt/fruit
Water/diluted fruit juice/milk	Water/diluted fruit juice/milk	Water/diluted fruit juice/milk	Water/diluted fruit juice/milk	Water/diluted fruit juice/milk

After School Club

Monday	Tuesday	Wednesday	Thursday	Friday
Rolls/wraps – various fillings*	Pasta*	Sandwiches – various fillings*	Brioche/fruit loaf*	Beans/spaghetti on toast*
Cheese or Yogurt or Fromage Frais	Cheese or Yogurt or Fromage Frais	Cheese or Yogurt or Fromage Frais	Cheese or Yogurt or Fromage Frais	Cheese or Yogurt or Fromage Frais
Fruit/veg crudités	Fruit/veg crudités	Fruit/veg crudités	Fruit/veg crudités	Fruit/veg crudités
Water/diluted fruit juice/milk	Water/diluted fruit juice/milk	Water/diluted fruit juice/milk	Water/diluted fruit juice/milk	Water/diluted fruit juice/milk

*Subject to availability and seasonal changes.