



**Greenvale
Primary
School**

Breakfast and After School Clubs Handbook

Contact details:

- **Breakfast Club & General Wraparound Care queries:**
parents@greenvale.croydon.sch.uk / 0208 651 2833
- **After School Club:** afters@greenvale.croydon.sch.uk (0208 651 2833 Option 3:
during Afters sessions only 3.15pm to 6pm)

OUR PROMISE

We will:

- **Welcome parents/carers to discuss our out of school provision**
- **Ask permission for special events**
- **Keep parents/carers informed of changes, programmes of activities and procedures**
- **Be consistent and reliable to enable families to plan ahead with confidence and peace of mind**
- **Share and discuss children's achievements, experiences and behaviour**
- **Listen to your views and concerns**

OUR EXPECTATIONS

We are proud that we have a well-resourced and spacious learning environment. We expect it to be maintained and respected by the whole school community. We aim to encourage a friendly, caring atmosphere with a high level of cooperation, so that everyone has an opportunity to enjoy school life.

The school reserves the right to refuse children's attendance at clubs where their behaviour is likely to affect the running of the clubs and where behaviour in school is a significant cause for concern. Parents/carers will be given written notice if their child's behaviour is a cause of concern and their place at the clubs might be withdrawn.

All participating children will be expected to:

- **Listen carefully to and follow all instructions given by school staff;**
- **Treat others, their learning and the school environment and equipment with respect;**
- **Be kind, honest and polite.**

EQUAL OPPORTUNITIES

Greenvale is an inclusive school where we focus on the well-being and progress of every child and where all members of our community are valued equally. Equality of opportunity is a fundamental right for all members of the school community. This will be achieved by promoting positive self-image, self-esteem and anti-discriminatory practices and by respecting each other's diversity, languages, beliefs and cultures.

- **We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and are able to participate fully in school life.**
- **We will tackle discrimination by the positive promotion of equality, challenging bullying and stereotyping and creating an environment which champions respect for all.**
- **We believe that diversity is a strength, which should be respected and celebrated by all those who participate in our wraparound care provision.**

CHILDREN

Breakfast and After School clubs are available for all children attending Greenvale Primary School from Reception upwards.

CLUB HOURS

The Breakfast and After School clubs are available Monday to Friday throughout the school term, excluding: bank holidays, INSET days and any unexpected school closures (e.g. in the event of adverse weather conditions).

**Breakfast Club
After School Club**

**7:30 am until school start time
From the end of school until 6:00 pm**

Children in Reception, Year 1 and Year 2 will be accompanied to the After School club at the end of the school day by their class Teacher or Teaching Assistant. Children in Key Stage 2 will make their own way to the club (although at the start of each new academic year, Year 3 children will be collected by staff for a period of time, while they settle into Year 3).

Children can join the club later than the start time of the School Breakfast Club and/or can be collected earlier than the pre-booked After School Club finishing time, but there is no discount or refund of the fee payable. The fees cover the whole session time and pro-rata fees are not applicable.

FEES

The school is committed to providing affordable childcare and activities. We endeavour to keep our fees at a competitive level to provide and maintain a high quality service.

Families can benefit from a reduced fee structure by paying fees at least 48 hours in advance, and thereby qualifying for the Lower Rate charges.

Fees can be paid using the school's online payments system, or through an approved childcare voucher scheme, or tax-free government scheme.

Fees are not refundable in the event of pupil absence and must be paid in full if a place is to be reserved. Where a child is absent due to long-term illness, the school reserves the right to adjust the fees payable, as appropriate.

Where families need to use the Breakfast and/or After School club on a more adhoc basis, this can be booked as long as there are spaces available on the day, and the child's payment account has sufficient credit to make the booking, however you will be charged at the higher rate fees.

You may use childcare vouchers to pay for the Breakfast and After School clubs. **The school's DFE number, which will be needed if you are using childcare vouchers for payment, is 3062098 and our Ofsted Registration is 101781.**

Wraparound Care Fees

Breakfast Club	After School Club – Lower Rates	After School Club – Higher Rates
No booking required	Booked 48 hours or more in advance	Booked 48 hours or less in advance (subject to availability)
£5.00	£6.50 until 4.30 £13.00 until 6pm	£7.50 until 4:30pm £14.00 until 6pm

Fees must be paid if your child is absent, irrespective of reason (including exclusion). Extra sessions can be added (subject to availability). Sessions/days cannot be swapped once booked.

Note: The fees shown above are effective from 15th April 2024.

Failure to make payments on time will result in the termination of the contract and your child/ren losing their place in the club. Late payments, and subsequent chasing for payments, will also incur a £5 administration fee.

A late collection charge of £10 for every 10 minutes (or part thereof) will be applied for children who are not collected by their specified collection time from the After School club (i.e. 4:30pm or 6:00pm). The late fee will be charged to your child's payment account. The school reserves the right to withdraw a child's place in the event of continual late collection.

We regret that there is no discount or waiver of fees for missed booked sessions (this includes any personal holiday, absence, sickness during term time) as running costs are still incurred. Fees will be reviewed annually by the Governing Body and the Headship Team in March and parents will be informed at least a month in advance of any changes.

STAFF

All staff working for the Breakfast and After School clubs are employees of the school who will support children during their time at the provisions. All staff members have experience of working with children. The team participate in ongoing training to ensure that best practices are implemented at all times.

CONTACTS

For general enquiries regarding our Breakfast or After School club provisions, please speak with the school office on 0208 651 2833 or via email to parents@greenvale.croydon.sch.uk

For emergency telephone contact during the After School club session (3:15pm-6pm), please telephone 0208 651 2833 (Option 3).

POLICIES

All relevant school policies apply to the Breakfast and After School Clubs. These include policies relating to the health and well-being of children (e.g. Early Help and Safeguarding, Equality, Behaviour, Data Protection, Complaints and Health and Safety, etc). The school's policies are available on our school website or on request. Breakfast and After School Clubs will follow the school's child protection procedures. Please note that staff are legally obliged to report any concerns to the relevant authorities.

FACILITIES

Breakfast and After School Clubs will usually be hosted in the Poppy Room. The children will also be able to access other areas of the school, depending on availability, for specific activities (e.g. ICT suite, etc). Those attending Breakfast and After School Clubs will have supervised access to the playground, school field, and the Poppy Room garden area for organised outdoor play.

On occasions it may be necessary to host the service in a different room in the building, but this will not affect the service children and families receive, nor the routines for collection and drop-off.

INSURANCE

The school's insurance covers our responsibilities to the children and staff. The Breakfast and After School team have a duty of care to the children, which means that staff will provide the level of care of a 'responsible parent' which is the same category as for schools.

SUPPORTING CHILDREN WITH SEN & MEDICAL NEEDS

The Breakfast and After School Club staff will liaise fully with the school and parents/carers on meeting the special needs of children, and staff will be happy to discuss any issues regarding the needs of the children.

ACCIDENTS & INCIDENTS

In line with the school's procedures, any accidents or incidents involving your child will be recorded in the appropriate register and you will be notified of the accident/incident by a member of staff. There are qualified first aiders, including a qualified paediatric first aider, in the Breakfast and After School Club team.

PUPIL SICKNESS AND MEDICINES

In order to reduce the spread of illness and infection we request that you do not bring your child to either the Breakfast or After School provision if they are unwell.

Please adhere to the school's 48 hour rule for vomiting and diarrhoea; children cannot return to school until 48 hours after the last bout of illness. Should your child become unwell whilst attending the Breakfast or After School Club, then a member of staff will contact you. You will only be requested to collect your child if deemed necessary.

Medication can only be given in line with the school's Managing Medicines and Dietary Requirements in School Policy (which operates in conjunction with the Medical Needs, First Aid and Health and Safety Policies). We are legally required to have written permission before medication can be given. This must be prescribed and required to be administered four times a day and be in date. Any pre-existing medical conditions will be dealt with in line with school policy.

Please inform the school office of any long-term medical condition that requires administration of prescribed medicines. If your child's condition requires specialist technical/medical knowledge, please contact the school office to discuss your child's needs.

REGISTRATION AND ALLOCATION OF PLACES

To enable your child to attend Breakfast and/or After School club, parents/carers must have read this handbook and agreed to the terms and conditions by giving consent via the 'Wraparound Care' consent item on Arbor. This can be found on the Arbor Parent App under 'Consents' > 'Wraparound Care'.

ABSENCE

Parents must inform the school of their child's absence from the After School Club using the afters@greenvale.croydon.sch.uk email address. **However, please note that we are unable to give a refund for absence due to sickness or leave of absence taken during term time.**

FOOD AND NUTRITION

Parents and children are encouraged to let us know their food preferences and dislikes so that we can endeavour to meet these, wherever possible. The cost of breakfast (before school) and the light supper (After School Club session until 6pm) is included in our fees. **Please notify us on your**

application form if your child has any special dietary requirements or allergies, and ensure this is updated on your child's Arbor record.

Breakfast is served from 7:30am until 8:15 am and all children should arrive at Breakfast Club in time for this if they wish to eat breakfast. Children will be given a choice of foods from the breakfast menu including: toast with various spreads and a range of healthy cereals. We expect that all children attending will need a breakfast provided by the club. If your child does not need the breakfast, please let the staff know when dropping off.

A light supper will be served at After School Club, for those children staying until 6pm. This is not intended as a full evening meal, but sustenance to keep the children going between the end of the school day and an evening meal at home. Supper is served between 4:30pm and 5:00pm. To make the meal time sociable, as well as a fun learning opportunity, and to enable staff to run this element of the service smoothly, we would prefer parents to not collect their children during this time. It is preferable for children to be collected before 4:30pm when the meal is served, or after 5:00pm once the children have eaten.

Children should not bring their own food to Breakfast or After School Club. A selection of fruit is available for children to eat during After School Club, regardless of their collection time.

ACCESS

Access to both the Breakfast and After School Club will be via the Poppy Room entrance.

For Breakfast Club, Parents/Carers must escort their child to the Poppy Room entrance, and ensure they are greeted by a member of the Breakfast Club team who will sign them into the club's register.

For After School Club, please collect your child from the Poppy Room entrance and ensure that a member of the After School Club team signs them out from the club's register. Parents/Carers will be asked to wait at the collection point by the door while a member of staff supports their child to gather their belongings.

Parents are not allowed through to the rest of the school when dropping off or collecting from the Breakfast and After School Clubs.

For After School Club, all children must be collected by 6:00pm at the very latest and children are not permitted to leave on their own.

In the interests of pupil safety and due to limited space in the school car parks, we would like to remind families using our Breakfast and After School Clubs that they should not be using the school car park when dropping off and picking up. We would, therefore, ask that, if dropping off or collecting by car, you please park safely on the roads outside the school. Please be considerate of other road users and our neighbours when doing so.

DROP-OFF TO AND COLLECTION FROM CLASS

Breakfast Club: At 8:45am children from Reception and KS1 will be escorted to their classrooms; children from KS2 will make their own way to class from 8:45am.

After School Club: Children from Reception, Year 1 and Year 2 classes will be collected by the After School Club team from their classrooms and escorted to the Poppy Room. Children in years 3 to 6 will make their own way to the club. However, to aid their transition to Key Stage 2, at the

start of each academic year, Year 3 children will be collected by the After School Club team for a short period of time.

Enrichment Clubs/Football & Netball Training:

Please note that there will be no reduction to the Breakfast or After School Club fee if your child also attends an enrichment club, or Netball/Football training during their Breakfast or After School Club session.

Children may be allowed to leave Breakfast or After School Club to attend specific activities that are either run by Greenvale staff (e.g. 'Early Morning Maths', Football training, Netball training, etc) or by an external provider (e.g. the ARC, MDL Tennis, Taekwondo, etc).

If this is required, parents/carers must notify the Breakfast Club at drop off or the After School Club in advance of the session by emailing afters@greenvale.croydon.sch.uk

ACTIVITIES

There will be a range of activities available for the children attending the clubs, including: construction toys; art and craft; small world and role-play activities; board games and a quiet reading area.

Weather (and daylight) permitting, the outdoor area will be used to offer a range of activities including skipping and ball games. These will be supervised by an adult at all times. Other areas of the school (e.g. the ICT suite, Hall, Playground, etc) may be used depending on availability and logistics.

PARTNERSHIP WITH PARENTS/CARERS & CHILDREN

The school welcomes your feedback and comments on all aspects of the school, including our Breakfast and After School provision. This can be done either by talking to the club staff or putting your comments in writing (via email or letter). Children are also encouraged to share their ideas and make suggestions on improving the clubs and will be consulted on their preferences to further develop our provision.

CONCERNS OR COMPLAINTS

All concerns and complaints are taken seriously. We prefer you to discuss any complaint or concern (however small) with us, rather than anyone else. As a first point of contact, please talk to one of the Breakfast or After School Club team members. If you need to take any matters further, please refer them to the Office Manager. If your complaint remains unresolved, please see Greenvale Primary School's Complaints Policy for the complaints process thereafter. A copy of the school's complaints procedure can be found on the school website or requested from the School Office.

TERMS & CONDITIONS

These terms and conditions relate to the agreement which will be taken out between Greenvale Primary School and the parent/carer.

1. School Responsibilities

- We will work within all school policies.
- We aim to provide a sensitive, secure and welcoming environment for children of Greenvale Primary School before and after the end of the school day.
- We will set up a stimulating environment for the children.
- We will provide healthy, nutritious food.

- We will supervise and play with the children to support their learning and all-round development.

2. Pupil Responsibilities

- Children will be expected to behave within the school Behaviour Policy and Greenvale's Home School Agreement.

3. Parent/Carer Responsibilities

- I/We will ensure that I/we communicate clearly with staff, keeping them informed of any changes in arrangements.
- I/We understand that fees are payable in advance and are non-refundable.
- I/We understand that meals will be served at specified times and if my child arrives later or is collected earlier than the specified times, then a meal may not be provided.
- I/We will help our child to work within the school's Behaviour Policy.
- I/We understand that this is an additional out-of-hours facility and if we do **not** pay in advance or keep our child's account in credit, or our child's behaviour is not manageable by staff, then our child's place will be withdrawn.
- I/We understand that in the event that school stops services due to non-payment; the school will withdraw my child's place at this facility.
- I/We understand that if a child's account goes into arrears, the school reserves the right to stop use of all chargeable services used by my family (i.e. lunches/clubs/extended services/trips) until the family accounts are brought into credit.
- I/We understand that I/We are still required to pay for all sessions booked, even if our child is absent.

4. Cancellation / Termination

- After the offer of a place has been booked, no refunds can be given.
- If the school believes that the continued presence of a child is detrimental to the health, safety or well-being of the child or other children or the staff employed, then the school may request for the child to be immediately removed from the Before or After School club.

5. Payment of Fees

- Payment of the session's fees must be made to the school **in advance**
- Payments can be made online using ParentPay, or via childcare vouchers, or the HMRC's Tax-Free Childcare scheme.
- The school reserves the right to increase the fees at any time upon giving one calendar month's written notice of the proposed increase to the parent.
- It must be noted that the child's place at either the Before or After School club must still be paid for in the event of absence due to illness, authorised leave, appointments etc. The parent is, therefore, obliged to make full payment. In the event of payment not being made the school reserves the right to terminate its agreement with the parent.
- The extended services will not run on Bank holidays, INSET days or during any unforeseen reason for school closure (e.g. adverse weather conditions) and such occurrences will not be charged for.

6. Collection of Children from the After School Club

- Parents/carers are expected to make arrangements for their child to be collected from the after school club by a responsible person **by their chosen collection time (4:30 pm or 6:00pm)**.
- Children will not be permitted to leave the club unaccompanied or with an adult who is not known to the club staff, or is not set up as an authorised contact on Arbor.

- If the named person cannot collect your child from the After School Club then please inform the After School Club manager, as soon as possible by phoning 0208 651 2833 (Option 3) during the relevant Afters session. **It is important that staff are made aware of any changes in advance. Details of people collecting children must be registered on Arbor.**
- It is very important that you contact us if you are running late to collect your child. Please note that charges for late collection will apply after 4:30pm or 6:00pm (depending on the collection time specified in your contract). In all cases your child will not be able to leave with an unknown adult. Authorisation will be sought, so please ensure that your contact telephone numbers are up to date on Arbor at all times.

Should you have any further questions please ask at the school office.

The information contained in this handbook is correct at the time of publication (March 2024) and may be subject to change.