



Bathford Church School: Wraparound Care

Breakfast Club

and

After School Club

Parents' Handbook



Breakfast and After School Club

Bathford Church School Breakfast Club and After School Club provide wraparound care for the current pupils of Bathford Church School and is registered with Ofsted; our Unique Registration Number (URN) is 109185.

Aims

The Breakfast and After School Clubs provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

Organisation

The Breakfast and After School Clubs are operated under the direction of Bathford Church School.

Safeguarding Statement

Wraparound Care at Bathford Church School follows the school's Child Protection and Safeguarding Policy, which applies to all staff, volunteers, and activities on site. The Designated Safeguarding Lead for Wraparound Care is Becky Hayter, and safeguarding concerns should be reported in accordance with school procedures. All staff working in wraparound care are trained in safeguarding procedures and subject to safer recruitment checks as per the policy.

Bathford Church School After School Club

The After School Club is open from 3.15pm until 6.00pm, Monday to Thursday, during term time (not on Inset days or when school is otherwise closed).

The Club is based in the hall and ICT suite at Bathford Church School and is able to make full use of the playground and play equipment.

The After School Club follows the Playwork Principles – children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, which could include crafts, board games, construction, physical play and reading.

The food provided at the After School Club is not intended as a substitute for a main evening meal. We provide healthy snacks, including fresh fruit and vegetables. Fresh drinking water is available at all

times. The After School Club will meet individual dietary requirements wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

After School Club staff are trained in safeguarding and first aid.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer, you may arrange a more convenient time for a meeting (contact details are at the end of this Handbook).

Breakfast Club

Breakfast Club is open from 7.30am to 8.45am, Monday to Friday, during term time (not on Inset days or when school is otherwise closed).

Breakfast Club is based in Bathford Church School's hall and follows the Playwork Principles – children are free to choose activities and resources as they wish.

Breakfast Club provides ingredients for a healthy breakfast and this can be a substitute for breakfast at home. Please arrive before 8.30am if your child requires breakfast.

Breakfast Club promotes independence by encouraging children to help prepare their own meal and to clear away after themselves. Fresh drinking water is available at all time. We will meet individual dietary requirements and parental preferences wherever possible. Breakfast Club recognises the importance of healthy nutrition for children delivered in a calm, friendly setting.

Breakfast Club staff are trained in safeguarding and first aid.

If you have a query or concern at any time, please speak to a member of staff at the club when you drop off your child. If you prefer, you may arrange a more convenient time for a meeting (contact details are at the end of this Handbook).

Policies and procedures

The Breakfast and After School Clubs follow the schools' clearly defined policies and procedures including for Child Protection and Safeguarding, Behaviour and Parental Code of Conduct. These policies are available on our school website or can be requested via the school office.

Contacting the Breakfast and After School Clubs

Contact details for the Clubs are provided at the end of this document.

Terms and Conditions

Admission

Bathford Church School Breakfast and After School Clubs aim to be accessible to children and families from the community of Bathford Church School. Admission to the individual clubs is booked via Arbor. The cut off times to book a session are:

- Breakfast club- 3pm on the day before a session
- After School Club – 12pm on the day of the session.

Please contact the office if you need to book a space after the cut off time and we will do our best to accommodate your request if there is space.

Bills and fees

The current fees are:

Breakfast Club	£5.50/session
After School Club	£14/session
Late collection charge	£5 per 10 minutes

Payment

Fees are payable for each session through Arbor, our online payment system, you need to 'top up' your wraparound care account with the correct balance for the sessions you wish to book. This will then sit as a balance, and each session will then be deducted once your child has attended. If you would like to pay by childcare voucher please email the school office with the reference number, date and amount transferred so we can credit your Arbor wraparound account.

If you have any queries about using Arbor, about paying with Childcare Vouchers or any queries with regard to the method or means of payment, please contact the School Office.

If you have difficulty paying for the fees, please speak in confidence with the Headteacher.

Cancellations

In the case of illness, where children are absent from school, the school will cancel your child's place. However, if you need to cancel a session for any other reason please contact the school office. **Two weeks'** notice of cancellation is required unless in the case of illness or other exceptional circumstances, agreed at the discretion of the headteacher.

Please remember to inform the school office by 3pm if your child will not be attending a booked session, e.g. if your child is going on a 'play date' or will be picked up by you at the end of the school day. Please note you will still be charged for this session. If we are unable to locate a child, we will have to treat them as '**missing**' and this can escalate rapidly into Police and Social Care involvement. It is therefore **very important** that you notify the club of any absence.

If you are running late for a pick-up, please phone the school office on 01225 858776.

Arrivals and departures for After School Club

Ocean Class will be brought from their classrooms to the hall. Years 2, 3, 4, 5 and 6 will come when their class has been let out. A register is taken when children arrive in our care.

We expect that your child will normally be collected by the people you have already named as priority contacts for school collection. If you need a different person to collect your child on a particular day, please notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

Children may be picked up at any time from After School Club. After School Club finishes at 6.00pm. If you will be delayed beyond this time, please telephone the office to let us know.

If your child remains uncollected after 6.30pm and you have not warned us that you will be delayed, and if we have been unable to reach you or any of your emergency contacts, we will follow our Uncollected Children Policy and contact the Social Care team/police.

Equal Opportunities

All Bathford Church School's Clubs provide a safe and caring environment, free from discrimination, for everyone in our community, including children with additional needs.

- We respect the different racial origins, religions, beliefs, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices.
- We will not tolerate any form of racial harassment.

Special needs

Bathford Church School's Breakfast and After School Clubs will make every effort to accommodate and welcome any child with special needs. The clubs will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate children whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

For more details on equal opportunities and special needs, see our *Equality Policy*.

GENERAL INFORMATION

Behaviour

Our Clubs are a place of safety and security for the children who attend, and we follow our school's Behaviour and Anti Bullying policies.

Children and staff have created rules for acceptable behaviour whilst at the Clubs, promoting an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behaviour through positive behaviour management, an emphasis on co-operative play and sharing and engaging children in activities.

If your child is not able to follow these expectations, despite adult support, we may contact you to make arrangements for them to be collected at the earliest opportunity. In some circumstances we reserve the right to permanently exclude a child from the Breakfast and/or After School Clubs. See our *Suspensions and Permanent Exclusion Policy* for full details.

To support a peaceful and safe school environment, we also expect parents, carers and visitors to follow the *Code of Conduct for Parents, Carers and Visitors*. This is available on our website.

Illness

The Clubs are unable to care for children who are unwell. If your child becomes unwell whilst at one of the clubs, we will contact you and ask you to make arrangements for them to be collected at the earliest opportunity.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times and the Clubs are fully insured. The staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child or immediately if we are concerned about the injury. For full details, see our *Health and Safety Policy and First Aid Policy*.

Medication

If your child needs to take any medication whilst at one of the clubs, you will need to complete a *Medical Needs Administration form* available from the school office. Please ensure that you also notify the After School Club directly, so that the staff can ensure that the medication is collected.

Please note:

- Non-prescription medicine of any sort (including homeopathic items) will NOT be administered to any child.

See *Bathford Church School's Supporting Students with Medical Conditions Policy* for more details.

Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Club Supervisor. If necessary, please speak to the Head Teacher.

See *Bathford Church School's Complaints Policy* for more details.

Contact Information

Bathford Church School's Breakfast and After School Clubs

Bathford Church School

Dovers Park

Bathford

Bath

BA1 7UB

Phone number: 01225 858776

Please inform the School Office if your child is not able to attend a session.

Club Staff:

[Wraparound Care Leader: Billie Brocklehurst](#)