



Freeland CE Primary School

*'From small beginnings come great things:
Know your roots, Branch out and Fly high'*



Parklands, Freeland, Witney, OX29 8HX

Tel: 01993-881707

office.3208@freeland.oxon.sch.uk

www.freeland.oxon.sch.uk

Headteacher: Mrs Sarah Nickelson

Breakfast Club & After School Club

Introduction

The before and after school club exists to provide high quality, out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment for children in nursery to Y6.

The breakfast club operates Monday to Thursday from 7.45am – 8.45am during term time. The after-school club operates from Monday to Thursday 3.15pm – 4.15pm (session 1) 4.15-5.15pm (session 2) during term time. Children can attend session 1 only or session 1 and session 2.

A copy of this policy is provided to all parents of children attending the club and is also available on the school website. An up-to-date price list is available from the school office and school website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending Freeland CE Primary School are eligible to attend.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club. ● All parents will receive a paper copy of this policy, and this policy is available to view via our school website.
- Children's attendance is recorded in a register.
- Non-pre-booked children are welcome to use the clubs on an ad hoc basis providing there are spaces available, and a Parental Agreement has already been completed.
- Sessions can be booked in advance from the last day of the previous big term and will be allocated on a first-come, first-served basis.
- Places must be booked by parents at least 5 days in advance, or if not an email should be sent to the office, where bookings can be made after this date.
- Wrens class children's places in both breakfast and after-school club need to be booked half a term in advance with the school office, so staffing can be arranged.



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Arrival

Breakfast Club

- Parents/Carers are required to bring their child through the front door and ring the Breakfast Club doorbell outside the office hatch.
- Children will be directed to their class at 8.45am. Wrens, Robins (nursery and reception) and Key Stage One class children will be taken to their classroom by an adult and handed over to the class teacher/teaching assistant. Key Stage Two children will be escorted to their lines outside of the classrooms.

After School Club

- After school staff will collect the children from their classrooms and taken in a train to the after-school club room.
- The club staff will take a register and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.
- Any children who are not present and not accounted for parents will be contacted by after school club staff

Departure

After School Club

- Parents should arrive at the door of the after-school club room and ring the bell. Staff will bring your child to the door for collection. (The blue/grey building opposite the bike store)
- Parents should ring the doorbell which is situated outside of the door to the building and wait. Parents are not permitted to enter the building.
- The member of staff will hand the child over to the parent/carer or named collector and club staff will sign out the child and note the time.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform Club staff if their child is going to be absent from Club by emailing the school office before the start of the session: office.3208@freeland.oxon.sch.uk

Daily Routine

Breakfast Club

- Children wishing to have breakfast should arrive by 8.10am, when breakfast stops being served.
- Children wishing to have breakfast wash their hands on arrival, ready to enjoy a freshly prepared breakfast (cereal, toast, bagels, fruit).

After school session

- 3.15pm – 3.30pm - children will be given a healthy snack and drink; staff members will sit with the children at this time. Children can then choose from a range of play and planned activities, both indoors and outdoors.
- Charges for the after-school club will always be from 3.15pm



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- At 4.15pm children attending after school sports clubs etc will then join the after-school club session. From 4.15-5.15pm. For some clubs (with an external provider) there may be an additional charge.
- 5pm - tidy up time encouraging the children to take responsibility for the environment.

Provision

There will be one focused activity on offer each day, an art table focus activity themed every week and two other options. During this session there will also be an opportunity to play outside. Coats will always be needed for winter.

Behaviour

Whilst attending breakfast club and after school club, children are expected to follow the school ethos and rules. The school behaviour policy applies at all times, including the rewards and sanctions. It is the after-school club staff's responsibility to follow and adhere to the behaviour policy.

First Aid

The school first aid and administration of medication policy applies at all times. Parents of any child who become unwell during Club will be contacted immediately. Staff will be first aid trained and will administer any first aid as necessary. All accidents will be reported to parents at collection and be recorded by office staff the following day.

Children not collected and Late collection

If a child has not been collected by 5.20pm 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 continue to be unavailable after approximately one hour, the police and Social Services will be informed.

The time children are collected will be noted by staff. If a child is collected late 3 times or more a fee of £5 will be added each time, they are collected late.

Safeguarding

Sarah Nickelson, headteacher, is the Designated Safeguarding Lead. A copy of the school's safeguarding policy can be obtained from the school office or on the school website. If the DSL is not present they will always be contactable by phone.

All staff members will be level 2 safeguarding trained and will receive regular updates.



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Confidentiality

Staff will hear things of a confidential nature regarding the club, their work colleagues, parents/carers and children who attend the club. All staff must observe a strict confidentiality code of practice and must not divulge information to any parties outside of the organisation.

Confidentiality may only be breached where there is a likelihood of serious harm to self or others, or if a complaint is raised and there is a need to refer to Social Services, Ofsted or the Police, and only if the complaint concerns a serious unease about some form of abuse or criminal activity. Matters of a confidential nature must not be discussed with peers, friends, parents or family. All records will remain confidential even if a child or staff member no longer attends the club.

Payment of Fees

Fees are to be paid in advance when sessions are booked. Even if your child is unable to attend their booked session, there will be no refunds. Please pay by Parent Mail. (Childcare vouchers can also be accepted if necessary).

*Parents can change or cancel their sessions up to 1 week prior to their child attending a specific session without incurring a charge. Any change or cancellation after this point is non-refundable.

Related Whole School Policies:

The before and after school club is an extension of the school, so all school policies apply to the running of this provision.

Of particular note are:

Safeguarding and Child protection policy.

Equal opportunities policy.

Health and Safety policy.

Supporting children with medical needs policy

E-safety policy

Behaviour policy



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Session costs for 25/26 academic year Robins – Golden Eagles

	Advance Booking for the whole term	Ad hoc session
Breakfast Club	£5	£5.50
After School Club session 1	£6	£7
After School Club session 1 and session 2	£12	£14

Session costs for 25/26 academic year Wrens

	Advance Booking for half a term	Ad hoc session
Breakfast club (7.45 – 8.45)	£7	N/A
Early bird session (8.45 – 9.15)	£3	N/A
After School Club session 1 (3.15 – 4.15)	£7	N/A
After School Club sessions 1 & 2 (3.15 – 5.15)	£14	N/A



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Freeland CE Primary School Breakfast Club & After School Club Agreement

I [PRINT NAME], parent/carer

of..... have read and accept a copy of the club policy and agree to abide by the terms therein.

The sessions in this contract are 7.45am – 8.45am for breakfast club and 3.10pm – 5.15pm for after school club.

Sessions are booked on a first come, first served basis.

- I accept that I am the 'contracting parent' for the above child and agree to make payments in advance through Parent Mail.
- I understand I can change or cancel sessions up to 1 week prior to my child attending a specific session without incurring a charge and that any change or cancellation after this point is nonrefundable.
- I understand that fees may change without this policy being re-issued. The latest price schedule will be available on the school website or from the school office.
- I understand that there may be an additional charge if my child attends a club from an external provider.
- I understand that a fee of £5 per child will be applied for late collection after the third lateness which I will be invoiced and payable through Parent Mail.
- I agree to keep all contact, medical, dietary and other information up to date with the school office, as I understand this will be used by the before and after school club.

NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD

Please provide on the list below the full names of all individuals authorised to collect your child from our Before & After School Club, including parents and carers. I understand that the club will not release your child to anyone else.

Name	Phone Number	Relationship to child



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Parent Signature Date
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