

Stock Church of England Primary School



“Let their light shine” (Matthew 5:16)

Affinity - Aspire - Achieve

Extended Provision

Breakfast and After School Club

Registration Form and Information

Telephone: 07562 090058

Breakfast Club: 7.30am to 8.40am

After School Club: 3.10pm to 5.45pm

Organisation

This provision provides a safe, secure and happy environment for children to relax, play and have fun. A range of activities for all ages are available, both in and outdoors (subject to the weather). The children make choices about which activities they would like to do and how they spend their time with us.

All staff working within the club are employed by the school and have been subject to safer recruitment checks. The staff abide by the school's policies and procedures and maintain these at all times. The provision is covered by the school's insurance policy.

Registration

Before a child can be admitted to the club the enclosed registration form will need to be returned duly completed. Please ensure all sections are fully completed and details of any dietary and/or medical requirements are included on the form. A staff member will contact parents to discuss any issues pertaining to specific medical needs or any other issue raised.

Fees

The fees are set and reviewed annually by the school's Governing Body. All costs associated with this provision must be funded through income generated, as it is not part of the school's core educational provision.

Breakfast Club - Session fee £6.00

After School Club - Session fee £14.00

Late Collection fee - £15.00 per 15 minutes

Payment can be made via Scopay or using childcare vouchers.

The school respectfully reserves the right to suspend services provided by this provision to children of families who have not paid for sessions.

Fees are **not** refundable for any sessions that have been booked but a child does not attend.

Bookings

Regular booking will be added to Scopay half termly in advance and should be paid by the due date. One month's notice is required if you intend to change or terminate your child's place and fees will be charged for this period.

Ad hoc bookings can be requested by emailing admin@stock.essex.sch.uk up until 2.00 pm the previous day, and payment will be required once the booking is confirmed.

Please **do not** send your child into the club without making a booking.

Morning Drop Off and After School Collection

Children should be escorted to the Breakfast Club in the morning and signed in against the register. Staff will ensure they safely go into school after the morning session.

After school parents should collect children from the foyer by the school office. As the office will be unattended, parents should telephone 07562 090058 to advise the staff they are there.

Anyone other than a parent collecting a child must have an agreed password and be named on the registration form.

Children must be signed out by the person collecting and the time marked in the register.

Late Collection Procedures

In the event of unavoidable delay, the person collecting must ring the school and alert staff using the school mobile number 07562 090058. The school reserves the right to charge a late collection fee.

If a child is being regularly collected after 5.45pm, a warning letter may be issued and any future attendance at the provision will have to be discussed.

At no point will a child be left unattended. However, in the event that a child has not been collected and we have been unable to reach any of the emergency contacts, Social Services' Emergency Duty Team will be informed.

Meals

Breakfast will be offered during the morning session and will be served up until 8.30am.

A healthy snack will be offered at the start of the afternoon session and a light meal will be served around 4.30pm. The club will follow the schools Healthy Eating Policy. Special diets can be catered for on request.

Bad weather or other closures

There may be occasions when we decide to close the club for safety or other reasons. In bad weather, each day will be treated as a separate occasion and a daily decision will be made. If the club is closed we will notify all parents as soon as possible by telephone, email, website and/or text. You will be expected to collect your child(ren) by the time given for closure.

Working in Partnership

- ❖ If a child is having any problems these are communicated and parents and staff work in partnership to resolve the issue
- ❖ If a parent has a concern staff will listen and make notes, where required. The Head Teacher will be informed
- ❖ The staff follow the school's Behaviour and Relationships Policy, a copy which can be found on our website. If a child's behaviour is disruptive we reserve the right to suspend or exclude that child
- ❖ All information and records relating to Extended Provision on a child are to be made available to parents on request unless subject to a police/social services enquiry
- ❖ All documents will be disposed of in line with school GDPR policy and retention schedule
- ❖ Any formal complaints are handled by the Head Teacher using school procedures
- ❖ Please notify the club in writing if there are any changes to your address, contact numbers, work or doctor details
- ❖ If your child becomes ill whilst at the club every effort will be made to contact you and you will be requested to collect your child as soon as possible
- ❖ Places will be allocated on a first come, first serve basis. A waiting list will be held if the club is oversubscribed
- ❖ The club cannot be held responsible for any article of clothing or other items that your child brings with them

Extended Provision Registration Form

Child's Details		
First name:	Surname:	What s/he likes to be called:
Date of birth and current age:	Year Group	

Parent/Carer details					
Title:	First name:	Surname	Title:	First name:	Surname
Home address:			Home address (if different):		
Does this child normally live at this address? Yes / No			Does this child normally live at this address? Yes / No		
Work address:			Work address:		
Home number:			Home number:		
Mobile number:			Mobile number:		
Work number:			Work number:		
Email address:			Email address:		
Does this person have parental responsibility? Yes / No			Does this person have parental responsibility? Yes / No		
Does anyone else have parental responsibility for this child? Yes / No <i>(If yes, please provide details)</i>					

Emergency Contact Details *(please provide details of two people we can contact if we are unable to get hold of you)*

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

Child's Doctor

Name of Doctor:	
Address:	Telephone:

About your child

Please detail any additional/special needs your child has:

Please detail any dietary requirements/food allergies:

Child's Name

If you wish to make a regular booking, please tick the days you require a place for your child		
	Breakfast Club	After School Club
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Alternatively, please advise the dates your child will require a place in the current month and following month. We will endeavour to accommodate your request however, it may not always be feasible:		
	Breakfast Club	After School Club
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Additional information

Signature of Parent/Carer:

Date:

*All information will be kept confidential in line with our **Data Protection Policy** and our **Privacy Notice***