



**DDAT**  
Derby Diocesan Academy Trust

# Holbrook CofE Primary School

Before and After School Club Registration  
Pack

March 2025 V2

## **Before and after School Club Information Pack for parents/guardians**

We have produced this pack to answer some questions you may have and to give you copies of the most important policies and procedures that will affect your child if they attend the club. We are very happy to discuss anything about the club with you.

Children have plenty of space to play, with access to the playground and field. A variety of bases are used including the Year 2 and 4 classroom and the library, but the usual base for breakfast club is the school hall. Drinks and a snack will be provided at the club and a variety of activities are organised each day to meet a range of ages and interests.

When children are in the hall, pick up and drop off should be made via the fire door in the school hall. If children are out on the school field, the club mobile can be rung to let staff know you have arrived.

### **Club mobile: 07971 017355**

*This number can be used too in case of emergency or unavoidable pick up delays. Please note you will be charged for late pick up after 5.30pm.*

When children are not in the hall – usually up to 4.30 Monday-Thursday, parents should use the doorbell located by the side door to school – near the low wall on the driveway.

Breakfast club fees include breakfast: cereal, toast and a drink.

The club is managed by the Headteacher with the governing body providing oversight.

This pack contains written information about the club, including:-

- The Club Agreement and Rules 'Extended Services Agreement' which gives important information about the club including arrangements for contacting the club staff, booking arrangements and fees.
- Information about the responsibilities of parents, children and staff.

### **What do I do if I want to book a space?**

Please read all the information in this pack first, making sure you understand the rules, fees, cancellation policy and agreement form.

All families have a school money account which is used to pay for clubs, dinners and trips. Use this to log in, then choose 'clubs' from the menu on the left. You will then be able to choose the week and sessions to book children into. Sessions are available to book for the whole term, so if you know that you require regular booking, these can be booked in advance.

Holbrook CofE Primary School Before and After School Care Aims:

- To provide an integrated approach to wrap around care, ensuring consistency of approach, expectations and play opportunities.
- To respond to the Extended Services Agenda and to the needs of children at the school by providing a varied menu of activities.
- To ensure coherence between before/after school care, standards and the Children and Young People's Plan (CYPP). Pupils are at the centre of a coherently delivered service, ensuring they arrive at lessons motivated and ready to learn.
- Pastoral needs of children are met through close working relationships between teachers, teaching assistants and playworkers.
- Children are provided with a nutritional breakfast and afternoon snack.
- Accountability and line management are clearly defined and are the responsibility of the SLT and Governing Body of the School.
- The before/after school care needs to be viable as not to impinge on the school budget and staffing levels are set according to the number of children booked in.

### General Information

Holbrook CofE Primary School Before and After School Club provides before and after school activities for children aged 4 to 11, in a safe, happy environment, supervised by caring, experienced staff.

**The morning session start at 7.30am and breakfast is provided.** The children are then able to sit and do quiet activities and play before they are taken to class in time for the start of school at 8.45. Breakfast club runs Monday-Thursday.

**The after school sessions start at 3.15pm (when school ends) and finish at 5.30pm:** A varied programme of activities is offered. There is a quiet area set aside where children can read, rest or do homework. A snack will be offered daily and drinks are available throughout the session. After School club runs Monday-Thursday.

Children attending After School Club are supervised by Club Staff at all times during club hours until they are collected by their parent/guardian (or an authorised adult).

### Children eligible to join Holbrook CofE Primary School Before and After School Club

Any child attending Holbrook CofE Primary School is eligible to join.

## Fees

Reserved places must be booked using the online system. These bookings can be regular or on an ad-hoc basis. Bookings for the week ahead must be made by 6.00pm on Sunday evening. After 6.00pm, no bookings for the following week can be cancelled. Parents will be charged for sessions booked that week and there will be no refunds unless a child has been absent from school due to illness.

### Charges:

<b>Breakfast club (Monday-Friday)</b>	<b>7.30 – 8.45am</b>	<b>8.00-8.45am</b>
	<b>£6.00</b>	<b>£5.00</b>

<b>After school club (Monday-Thursday)</b>	<b>3.15 – 4.15pm</b>	<b>3.15-5.30pm</b>
	<b>£6.00</b>	<b>£10.00</b>

## Payment of Fees

Sessions should be paid for when they are booked. Arrears messages will be sent out on the Friday of each week. If arrears remain unpaid for more than two weeks, future places at the club will be cancelled.

## Sickness, Accidents, First Aid and Emergencies

If a child becomes ill during a session, you will be contacted using the contacts saved on your child's school file. Your child will be cared for until collection. In the case of a minor accident, basic First Aid will be administered. Medication can only be administered with specific written instructions from a parent/guardian.

In the case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/carer to discuss the course of action to be taken. If a child needs emergency hospital treatment the staff will first call an ambulance, then attempt to contact the parent/guardian and will continue to do so until successful. A member of staff will accompany the child to hospital and remain with them until a parent/carer arrives. As during school time, staff have permission to act "in loco parentis" which means that if parent/carers cannot be contacted, staff can make first aid and medical decisions.

## Important Information

Parents/guardians are responsible for ensuring that contact details provided to school are kept up to date.

## Safety and Security of Children

The safety and security of children attending our club is a very important matter and everyone concerned has a part to play. This policy has four parts setting out the responsibilities of everyone involved with the club; parents, carers, children and staff.

### 1. Responsibilities of parents/guardians

- Making sure that the contact details they have provided to the club are correct and that the school office is told about any changes.
- Notifying the club if their child/ren are not attending for a booked session for any reason. Please note that refunds cannot be given for cancelled sessions for the current week except for illness.
- Letting the staff know during a session if they anticipate being later than planned collecting their child/ren. Fees will be chargeable if there is a late pickup.
- Letting the staff know if they have any concerns about their child/ren relating to the club.
- Gaining access to the building to collect their child/ren ONLY via a playworker and not asking children or other parents/guardians to let them in.

NB. Messages can be left with the school office or the staff member of the club

### 2. Responsibilities of children

- Children must not leave the area they are playing in without telling a member of the club staff.
- Children must not open the main door of the school to let in parents or anyone else, even if they are known to the children.
- Children must not bring any electronic devices to clubs.

### 3. Responsibilities of Club staff

Club staff are responsible for:

- Checking with the school office whether any messages have been left about non-attendance.
- Collecting all infant children from their classroom teacher at the end of school and taking them to the club room.
- Ensuring children play in a safe way and do not take unnecessary risks while attending the club.
- Recording any incidents or accidents that may occur accurately, and discussing these on the same day with the person who collects the child concerned.

- Ensuring that at all times at least one member of the club staff is aware of the whereabouts of each child during the session.
- Only handing over a child to a responsible person named by the parent/guardian on their contact form or a person nominated by them.
- Recording the time the child leaves in the register.

### **Extended services agreement**

By booking places at the before or after school club at Holbrook CofE Primary School, parents are agreeing to the following:

1. Payments should be paid for at the time of booking. No account should be more than two weeks in arrears.
2. If payments are not kept up to date, your child's place will be withdrawn.
3. All allocated sessions within a week must be paid for, even if your child does not attend (unless absent due to illness).
4. If you wish to amend sessions this can be done on a weekly basis only. Registers for the week ahead close at 6pm on Sunday.
5. Staff are unable to take messages to pass to teachers. You are encouraged to contact your child's teacher using the email service or phone the school office.
6. Children are expected to follow School Rules with regards behaviour and COVID-19 restrictions. Where children do not do this consistently, we will have to withdraw the place. Children should not bring electronic devices into breakfast or after school club.
7. We reserve the right to cancel the club if we are unable to provide sufficient staffing.

By booking your child into the breakfast or after school club, parents/carers are agreeing to the terms set out in this document.