



Information for parents

Dear Parents,

Within this letter, we hope you will find comprehensive information regarding the provision of breakfast and afterschool care. If you have any suggestions or ideas to help us develop our clubs further, please feel free to email Mrs Andrews directly: office@orston.notts.sch.uk

Timings

7.45am – 8.55am

3.25pm – 6pm

Breakfast club will be open from 7.45am each morning. Parents will be able to park on the front playground and drop their children at the main door. Once at the door (or where you can get a signal) please phone the Breakfast and After School club phone and a member of staff will then come and let your child/ren into school.

After school club will run from the end of the school day until 6pm. To collect your children, again ring the phone number for Breakfast and After School Club and a member of staff will bring your child/ren to the door.

Prices

1 x Breakfast club session = £6.00

1 x After school club session = £11.00

We can accept childcare vouchers, please speak to Mrs Andrews in the school office for further information: 01949 850618. Our Ofsted number is 122668

If you would like to book a regular slot or just the occasional session please send your requirements to Mrs Andrews by email to office@orston.notts.sch.uk. Some days are fully booked so please give us as much notice as possible. A registration form will need to be completed for each child. This can be emailed to you on request. Once you have a booking, we need 2 weeks' notice to cancel. If you have already paid and you are within the 2 week notice period the credit will go forward to the next term.

Payment

Parents will be invoiced on a half termly basis and payments can be made via ParentPay, or via childcare vouchers. Any ad hoc sessions will need to be paid for straight away on ParentPay.

Late collection

Should you be delayed in picking up your child/ren beyond 6pm, a fine of £5 may be issued. This is normal practise in after school clubs.

Food

The children will be provided with a healthy breakfast in the morning and a meal after school. Examples are –

Breakfast	After school
Cereal	Tomato pasta
Toast	Pizza bagels
Fruit	Wraps
Crumpets	Fruit

Water is available for children to drink

No food from home is to be brought in from home. This is due other children having allergies in school.

Activities

Children will participate in indoor and outdoor activities. We will plan for a wide variety of child-initiated play that can be accessed independently for example: reading, colouring, crafts, Lego and construction games, board games as well as more structured play including: jewellery making, crafts, ball games, dance, yoga, design and make activities. When it is raining or too hot, it is too dark to play outside or for short periods of time we do put on various films which are all U rated.

The emphasis of is on providing a nurturing, friendly and happy beginning and end to the day with a balance between active, sporty exercise and more focused creative activities and indoor games. Children will be very much

involved in planning and choosing their activities with the team of staff. Ratios at all times will be 1: 12 or less depending on the age of the children.

Policies

The clubs are run by staff members who are employed directly by school and so the school's child protection policy, special needs policy, first aid and administration of medicines policy and all other appropriate school policies have been adopted by the breakfast and after school clubs. These are available on the school website. Please find below our Terms and Conditions. These are also listed on our registration forms and you will need to sign to accept these when you register your child with our club.

Overarching responsibility

As stated above, the club has been designed to continue the ethos and values of school and the staff are members of the staff team therefore, Ms Crosby as Headteacher has overarching responsibility for all aspects of the club. Mrs Andrews is in charge of all the bookings.

Kind regards,

Ms N Crosby

Headteacher

Breakfast and After School Club – Terms and Conditions

1. Food Policy

No food or drink should be brought in from home. This is to protect all children from airborne allergens and ensure compliance with safeguarding and health guidance. In exceptional circumstances, and only with documented medical guidance, we may be able to make an exception. Please discuss this with the School Office in advance.

2. Drop-Off and Collection

Parents/carers must ring the telephone number provided when they arrive to drop off or collect their child. For parents who experience poor signal, an SMS text message may be sent instead or you may wish to ring with an ETA. Breakfast and After School Club staff will not answer to aggressive banging on the school door.

3. Safeguarding and Compliance

The club operates in line with Keeping Children Safe in Education (KCSIE) guidance. All staff are trained and DBS checked. Children will only be released to adults listed on the Authorised to collect list.

4. Activities and Screen Time

Our provision is rich and varied, including creative, physical, and social activities. There may be occasional screen time as part of the children's downtime. This will be age-appropriate and monitored by staff.

5. Medical and Emergency Information

Parents must provide up-to-date medical information and emergency contact details. Any medication must be handed directly to staff with the correct form.

6. Behaviour and Expectations

We expect respectful behaviour from all children. Persistent inappropriate behaviour may result in suspension from the club.

7. Cancellation Policy

Two weeks' notice is required for cancellation of a child's place at the club.

8. Payment

Invoices will be sent out in the second week of the half term. Parents then have 2 weeks to pay in full. Payment can be made by our online system, currently ParentPay or by vouchers that must be authorised in the first instance by Mrs Andrews.

9 Waiting list

Places for Breakfast and After School Club are given out depending on staff numbers, staff qualifications and the ratio of EYFS children. Once full children's names can go on a waiting list. The waiting list is in time order of parents requesting to go on the waiting list but in exceptional circumstances or safeguarding instances children can be given a place at the discretion of Ms Crosby and Mrs Andrews.