



Hallgate School Breakfast and After School Club



Hallgate School Extended School Parental Contract



Hallgate School Breakfast and After School Club

Aims and Objectives

- To provide high quality child care in a safe, secure and caring environment
- To work in partnership with parents
- To provide suitably qualified and experienced staff
- To make our Clubs an enjoyable place to be.

What you can expect from us:

- An inclusive environment
- A wide range of stimulating activities and opportunities for rest and relaxation
- Children's feelings and preferences will be respected
- Good communication with parents and carers
- A clear behaviour code which challenges anti-social behaviour
- A clear procedure for dealing with concerns

What we will expect from you:

- Your child must be registered with the club
- The terms of the contract agreement are adhered to
- Good communication to inform the club of relevant changes
- Clear information about your child's welfare and needs
- Fee payments are paid in line with the contract agreement

Equal Opportunities

We are committed to provide activities and play opportunities for all children, regardless of race, religion, gender, culture, or ability. Any prejudice shown towards children, staff or visitors to the club will be challenged. We will work in a positive way to encourage children to participate, take a pride in themselves, respect each other and the environment.

Hours

After School Club

The After School Club is open from 3.30 pm – 5.45 pm Monday – Friday, term time only.

Please note that the club will not be available on school inset days, holidays, or if the school has to close for adverse weather conditions or any other emergency.



Hallgate School Breakfast and After School Club

Children in Reception, Year 1 and Year 2 will be collected from their classrooms, KS2 children will make their own way to After School Club.

It is the responsibility of parents to inform the school when their child is attending by completing a half termly booking form. Parents can also email any additional bookings to the school office on hps@eastriding.gov.uk. Bookings must be made at least 48 hours before the sessions required to enable us to arrange correct pupil/staffing ratio, last minute bookings for a Monday, MUST be made by 12pm on a Friday.

Parents should collect their child from the After School Club no later than 5.45 pm. Late pick up from After School Club will be monitored and could impact on future bookings.

Breakfast Club

The Breakfast Club is open from 7.45am – 8.40 am Monday – Friday, term time only.

Please note that the club will not be available on school inset days, holidays or if the school has to close for adverse weather conditions or any other emergency. A breakfast snack is provided to those children who arrive before 8.15am.

Children in Reception class will be taken to their classroom and handed over to a member of staff, children in KS1 will be taken to the playground and supervised in the line. Children in KS2 will join the line independently.

It is the responsibility of parents to inform the school when their child is attending by completing a half termly booking form. Parents can also email any additional bookings to the school office on hps@eastriding.gov.uk. Bookings must be made at least 48 hours before the sessions required to enable us to arrange correct pupil/staffing ratio, last minute bookings for a Monday, MUST be made by 12pm on a Friday.

Fees

After School Club Fees

The cost per child per full session is £7.50

As places are limited, it is advisable to book half termly in advance, as we cannot guarantee places until booking and payment is made.

All sessions include a healthy snack.

Parents should collect their child from the After School Club no later than 5.45 pm. Late pick up from After School Club will be monitored and could impact on future bookings.



Hallgate School Breakfast and After School Club

Breakfast Club Fees

The cost per child per session is £4.50

As places are limited, it is advisable to book half termly in advance, as we cannot guarantee places until booking and payment is made.

All sessions include a healthy breakfast snack, if your child arrives in school before 8.15am

Payment

Guaranteed places:

Parents are required to pay in advance in half termly blocks. Payment must be made **before** the start of each half term

Payment is required for the full half term, irrespective of illness or absences. Payment is required to secure the child's place at the Club.

Payments are made using the schools on line system.

School also accepts some vouchers; please ask at the office for details.

Contract Agreement

The Contract Agreement must be completed before your child starts at the Breakfast or After School Club.

This acts as your registration form. All the required information for each child including contact details, emergency contacts and any special welfare needs for your child will be accessed from current school records. This information is confidential.

Parents are asked to update their pupil information with the School Office whenever there is a change of circumstances, including telephone numbers, address, medical details.

Bookings

A Contract Agreement must be signed before a booking can be made.

Bookings are to be made via the half termly booking form which is emailed to those parents who have completed a contract for extended school. The booking form can be handed in at the school office or emailed to hps@eastriding.gov.uk A confirmation email will be sent to parents when



Hallgate School Breakfast and After School Club

bookings have been made, once parents receive the confirmation email payment **MUST** be made via the online payment system Parent Pay.

Bookings are taken on a first come first served basis, with priority given to siblings.

We have a limited number of places for preschool children please contact the office regarding availability.

One off, ad hoc bookings will only be accepted 48 hours in advance, **subject to availability.**

Cancellations

Any cancellations for confirmed sessions will be charged. It remains the parents' responsibility to inform the Club if their child will not be attending.

Behaviour Guidelines

Children have the right to:

- a safe and caring environment

Children have the responsibility for:

- Caring for equipment and the club environment
- Not harming others by word or deed

Staff have the responsibility for:

- Setting clear expectations and boundaries for acceptable behaviour
- Encouraging positive behaviour with praise
- Dealing with unacceptable behaviour in a fair and consistent manner
- Informing parents of behaviour concerns

Parents have the responsibility for:

- Encouraging the positive behaviour of their child
- Ensure their child is fully toilet trained before accessing the provision
- Working in partnership with the club to resolve behaviour concerns

Club Behaviour Expectations

Pupils are required to apply the same expectations for behaviour as they demonstrate at school. This can be summarised as:

- Treat others as we want to be treated ourselves
- Follow the instruction of adults
- Take care of equipment and our environment



Hallgate School Breakfast and After School Club

Incidents

The play leader will deal with any behaviour incidents that take place at the club. In most cases the consequences will be

- Time out from an activity
- Discussion with an adult.
- Discussion with parents

Pupils who significantly misbehave will be, after one written warning, removed from the register and payment reimbursed.

Attendance is not statutory and no extra support can be provided by the school for individuals.

Health and Safety

The Breakfast and After School Club operate under the Health and Safety guidelines of Hallgate School. Policies and procedures for first aid, administration of medicines are fully in line with Hallgate School. All staff are fully trained to meet health and safety requirements.

Pupil Information

The Club uses contact details and medical information from current school records. Parents are responsible for ensuring they inform the school office of any changes to pupil information.

Staffing

Guidelines:

- The ratio of staff to children will not exceed 1:15.
- There will always be more than one member of staff.

Safeguarding

School staff have a duty by law to take action if they suspect that a child may be subject to any form of abuse and report their concerns to the appropriate authorities. Concern is first and foremost for the welfare of the child. Before and After School staff will report any concerns to the appropriate safeguarding authorities.



Extended School Contract Agreement

This document is an agreement that sets the obligations and entitlements of the signatories and is designed to formalise the agreement between both members of the provisions.

It is also intended to clarify the roles and responsibilities and commitments of Hallgate Primary School and the parents and pupils attending the Before or After School Club, who together are referred to as partners.

The Before and After School clubs will not impact on the smooth running of the School Day. Staff and pupils are subject to the same policies and procedures that apply to Hallgate Primary School.

Service Provided

1. The Aim of the club is to provide before and after school care which supports working families by providing a safe and healthy, creative and purposeful environment for pupils
2. Various activities will be offered, including table games, craft activities, outdoor games activities, reading, story time.
3. Space will be provided for children wishing to read or complete homework
4. The school office will set up a daily register so that the Club staff are secure in knowing which children are attending
5. Food will be prepared in collaboration with the school kitchen
6. It is not expected that a member of Senior management will always be on site whilst the club is in operation, one can, however, always be contacted by a member of the After School staff when not on site.

Service Delivery

1. The Clubs will be open daily, term time only.
2. In extreme circumstances where school is closed unexpectedly, parents will be given as much notice as possible
3. The Before and After School Clubs will access contact and medical details from current school records.
4. The Service will be delivered in accordance with the same policies and procedures as Hallgate School, including the Safeguarding Policy, E- Safety Policy, Behaviour Policy and Health and Safety Policy.
5. Attendance is not statutory and no extra support can be provided by the school for individuals.
6. Additional one off sessions at 24 hours' notice can be booked provided there is space available and your child is already registered and a contract is in place.

Duties and Responsibilities

1. **Parents are required to collect children no later than 5.45 pm**



Hallgate School Breakfast and After School Club

2. Hallgate School staff will not be responsible for children before 7.45am daily
3. Parents are required to pay for places in advance in half termly or termly blocks.
4. Payment is required for the full half term, irrespective of illness or absence.
5. Children are required to apply the same expectations and procedures for behaviour as they demonstrate in school
6. Pupils who significantly misbehave will be, after one written warning, removed from the register and payment reimbursed
7. Partners will work collaboratively to ensure effective communication is in place, in particular ensuring that contact details and medical information is kept up to date with the school office.
8. Parents will ensure their child is fully toilet trained before accessing the provision.

Period of Notice

Hallgate School will secure places at Before and After School club for pupils currently attending until such time as notice is given in writing by parents, provided that payments are received in advance of the next half term.

Parents are required to give a minimum of one month's notice in writing.

Hallgate School reserves the right to end provision of a Before and After School Club if at any point it is not felt to be in the best interests of the School to continue the provision. The School is committed to providing a full Term's notice to parents should this be necessary.

Charges

Breakfast Club will be charged at £4.50 per session

After School Club will be charged at £7.50 per session.

Payments are required in advance of the next half term for block bookings, using the school's online payment system, unless payment is made by vouchers when a payment plan must be agreed. For one off and ad hoc sessions these must be booked and paid for at least 24 hours in advance.

Authorisation

As parent/ carer of

I agree to the terms and conditions above and understand the need for my child to display positive behaviours at all times. I will drop off and collect my child within the hours of operation of the Before and After School Club. I will let the club know if an alternative adult is to collect my child from the club. I will keep the School Office updated with changes to contact details and medical information.

Signed(Parent/ carer of the above named child)



Hallgate School Breakfast and After School Club

Date