

# St. Mary of the Angels Catholic Primary School

## Breakfast / After School Club Policy 2018/19

### Mission Statement

*Recognising and celebrating the presence of Christ in one another*

**At St. Mary of the Angels:**

- *we aim to follow Jesus through the teaching of the Gospels and inspire each other to be Christ-like;*
- *we all work as a big team to encourage everyone to be the best that they can be, at work and at play;*
- *we create a safe, positive, fair environment where all feel respected and valued.*

St Mary of the Angels Breakfast and After School Club is committed to providing a happy, safe, organised, stimulating environment under the umbrella of Our Catholic Mission Statement, where children all feel safe secure and valued.

The staff ensures the aim above by providing and encouraging a range of activities, including sport, team games, art and craft ICT cookery and many others.

Staff work hard to encourage children to express themselves in a positive manner. They ensure that all children feel free to participate, able to make their own decisions and take responsibility for their own actions.

They challenge inappropriate behaviour or language through example, through resources, through discussion and through our mission statement.

At our Breakfast and After School Club we believe in open communication with all our stakeholders. This policy is presented to help ensure that everyone involved understands what we are trying to achieve. It will be reviewed and updated annually.

### **Capacity:**

The Breakfast has three members of staff and the After School Club has five members of staff. One additional member of staff is employed, as needed, for one additional day a week. The Breakfast club, is run on a first come first served basis and a maximum of 30 children can book into the club each day.

The After School Club has 2 clubs; Mini Club (which is for Nursery and Reception children) has a maximum of 10 children who can book into the club each day; Main Club (for Year 1 - Year 6) which has a maximum of 35 children who can book into the club each day. These clubs also run on a first come first served basis.

## **Enrolment and booking:**

To enrol your child (ren) in the After School Club, a registration form must be completed; please see appendix 1. Your child (ren) will then be added to the School Gateway Club and booking and payment will be made through this facility.

Due to staffing levels, any requests to change/cancel sessions must be made with a minimum of 24 hours notice. We will do our utmost to accommodate any requests to change sessions, but in order to do this, we do require plenty of notice to ensure staffing levels can be adjusted accordingly.

Admittance to Breakfast and After School Club will not be granted if a session has not been booked: ad hoc bookings are not permitted. We are sorry for any inconvenience this causes, but it is imperative that the health and safety of the children and staff is maintained at all times. In order to do this we must have numbers in advance for planning staffing levels.

## **Sessions:**

Breakfast Club and After School Club will run every Monday to Friday - term-time only. Sessions are available in advance only. Session times are as follows:

7:30am - 8:45am Breakfast Club

3:15pm - 5:15pm After school Club (first session)

5:15pm - 6:00pm After school Club (second session - excluding Fridays)

Children can be collected via the front entrance to the school. Parents need to ring the bell in the foyer and a member of staff will escort them to the Study Room to collect their child and to sign him/her out.

## **Payment:**

Payment is in advance and will be charged, at the point of booking, via the online system (School Gateway). Bookings must be made in advance to ensure your child has a place secured in the Breakfast or After School Club. Refunds are made in the event of children being ill. Parents are advised to give 24 hours notice for cancellations and changes to bookings. Any changes in less than 24 hours will not be credited.

## **Charges:**

The Breakfast and After School Club operates a flat rate charging policy which has been revised in line with other local providers and supply and demand. Breakfast Club charges are £4.00 and siblings are charged at £3.50. After School Club charges are £5.50 for the first session and £2.50 for the additional session. Siblings are charged at £4.50 per session and again £2.50 for the additional session until 6.00 pm.

**Notice of any increase in charges:**

One month's notice of any increases in charges will be given to parents in writing.

**Activities may include but will not be limited to:**

- Arts & crafts
- Reading
- Board games
- Physical activity
- Other such themed activities deemed suitable
- Quiet space for homework
- Supervised ICT activities

**Food and Drink:**

Breakfast is served between 7:45am - 8:30am.

A healthy breakfast will be served with a choice of cereal and milk, toast, pancakes, muffins, crumpets, fruit, fruit juice, milk or water.

A healthy snack will be served at 3:15pm. This will be sufficient to keep the children going but we do not recommend that it replaces an evening meal. Examples of the types of foods that will be served include:

- Toast/Pancakes/Crumpets
- Fruit
- Water/squash/milk

**Ethos and Policies:**

The Breakfast and After School Club will function under the ethos and auspices of all school policies. E.g. the Behaviour Policy, Child Protection Policy, Missing Persons Equal Opportunities, Visitors Code of Conduct, etc.

Please note, the After School Club will not be operational on the last day of each full school term.

## Appendix 1



# St Mary of the Angels Out of School Club Registration Form



I would like my son/daughter ..... to be registered at the  
***St. Mary of the Angels Breakfast / After School Club commencing January 2019.***

I agree to safely collect my child/children from the After School Club. I understand that the KS1 children will be escorted to the Club at the end of the school day and KS2 children will be directed there. I understand that the Club Co-ordinator will call a register.

I will keep the schools emergency contact and medical information up to date and will let school know of any changes if and when they occur. If anyone other than the child/children's parents are collecting them, I will inform the school office.

I understand and agree that no payment will be required if my child is ill and unable to attend school. I note that 24 hour notice is required to cancel a session, otherwise the fee for that session is payable, other than when ill.

I agree to abide by the Behavioural Management Policy of St. Mary of the Angels' School, and all of those Policies related to it, including Child Protection, Acceptable Use Policy, and Visitor and Parents Code of Conduct.

Two weeks' notice of termination of contract is required by both parties and failure to keep to the contract will result in its termination.

Signed: .....

Parent/Guardian.

Signed: .....

Administrator.

Date: .....

## Appendix 2



### St Mary of the Angels and the Gateway - clubs

This step by step guide is to help facilitate the new systems for booking and paying for clubs within St Mary of the Angels. The 'clubs' option of the School Gateway will be used for Dinners, Breakfast Club and After School Clubs.

Each KS2 Year group has a 'dinner' option. Currently, dinners are £2.10 a day and a minimum of 5 sessions must be booked at one time.

There is one club for Breakfast club, the club is run on a first come first served basis and a maximum of 30 children can book into the club each day.

After School Club has 2 clubs; Mini Club (for Nursery and Reception children) for a maximum of 10 children who can book into the club each day; Main Club (for Year 1 - Year 6) for a maximum of 35 children who can book into the club each day. These clubs will also run on a first come first served basis.

### Using the App

- Sign into the App
- Select your child, (each child must be selected individually - one at a time) and the club will be listed.
- Do not click 'My payments' but click the club needed eg. Mini club Autumn 18.  
You will then be able to:
  - View bookings
  - Make a booking
  - View Transactions

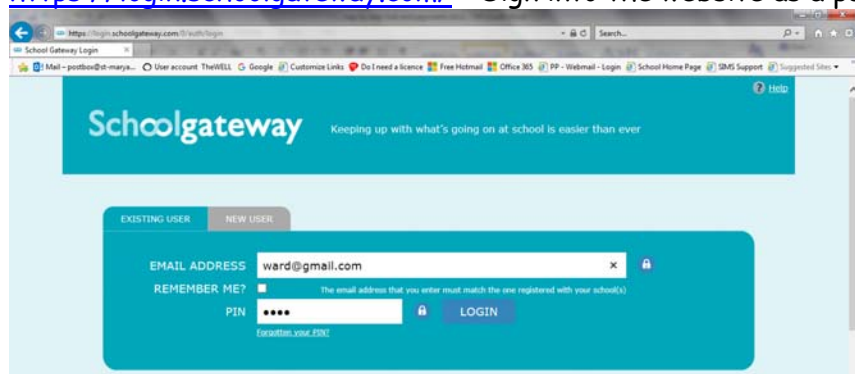
To book a session, firstly select the option for booking choice, eg lead child 3:15pm-5:15pm. If there is only one booking option (eg dinners) you will be directed to the dates for booking.

Select the dates for booking, and press 'Book'. This will give you a total for the number of sessions you have booked. It also has a message **Please be aware that the session(s) will not be booked until a successful payment has been made.** If you leave this screen without paying, you will not be booked in for dinners or BC/ASC, therefore you must take the 'Pay Now' option - this will direct you to the payments option. Select the relevant option either dinners or ASC BC (the payment will show on the text). You will be required to enter a comment regarding your booking, just in case there is an issue.

At this point you will be able to 'Checkout', enter your card details, number name, expiry, Security code, etc.

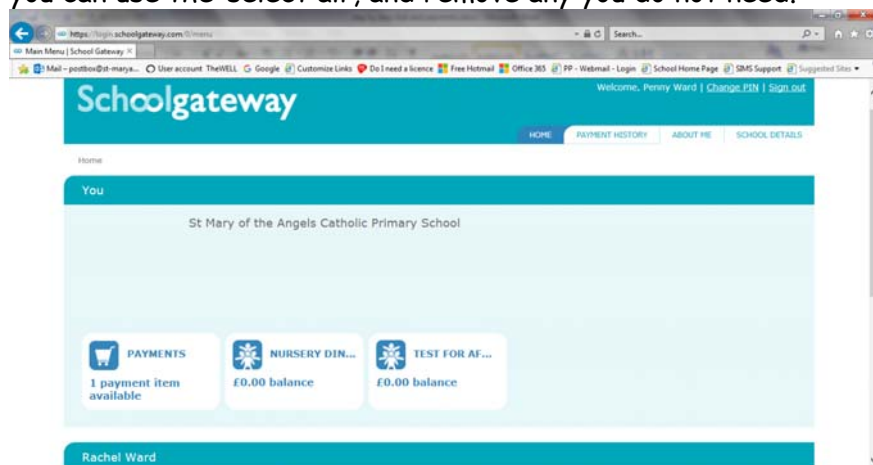
### Using the website

<https://login.schoolgateway.com/> - Sign into the website as a parent.

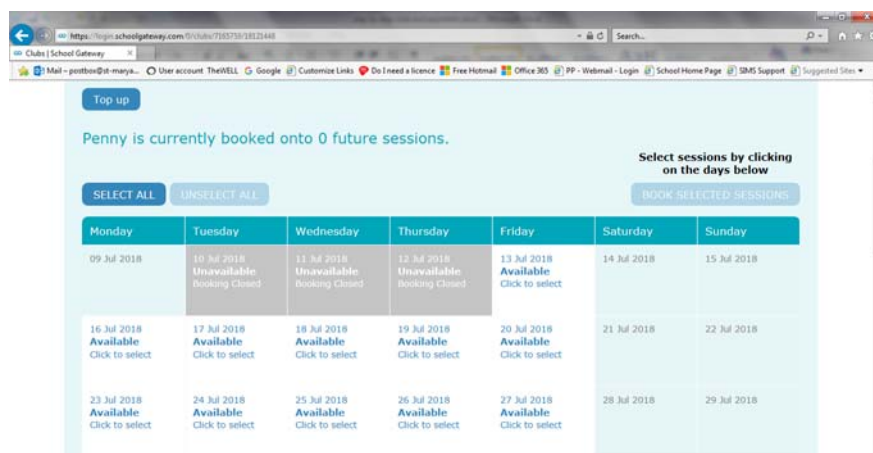


There is a box for each child, and under the child's name, there will be a tab for payments. Then each club has its own tab.

Select the club you are booking into, then you can select each session you require, or if you need all you can use the 'select all', and remove any you do not need.



If there is more than one booking choice, you will need to select the appropriate option, and then use the 'Book session' button. You will then be asked to confirm the booking, which will give you a total cost. Then select 'Book now' and you will be directed to the payment option.



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
09 Jul 2018	10 Jul 2018 Unavailable Booking Closed	11 Jul 2018 Unavailable Booking Closed	12 Jul 2018 Unavailable Booking Closed	13 Jul 2018 Available Click to select	14 Jul 2018	15 Jul 2018
16 Jul 2018 Available Click to select	17 Jul 2018 Available Click to select	18 Jul 2018 Available Click to select	19 Jul 2018 Available Click to select	20 Jul 2018 Available Click to select	21 Jul 2018	22 Jul 2018
23 Jul 2018 Available Click to select	24 Jul 2018 Available Click to select	25 Jul 2018 Available Click to select	26 Jul 2018 Available Click to select	27 Jul 2018 Available Click to select	28 Jul 2018	29 Jul 2018

The following screens will help with the process.

**Booking Choices**

Day	Session	Cost
Monday	Additional child: 315pm - 515pm	£4.50
Monday	Lead child: 315pm - 515pm	£5.50
Monday	Additional child: 315pm - 6pm	£7.00
Monday	Lead child: 315pm - 6pm	£8.00

**Sessions selected**  
Cost £0.00

**21 Sessions selected**  
Cost £115.50

**Confirm Booking**

**21 Sessions selected**  
Total cost £115.50

To secure your session bookings for Penny please confirm you wish to "BOOK NOW" below.

**Nursery Dinners Jan-Jul 2018**

Please review the details below.

Please be aware that your sessions will not be booked until a successful payment has been made.

For: Penny Ward

Due Date: 29 January 2018

Amount: £ 2.00

Instalment: 1 of 1

Additional Info: PLEASE ENSURE YOU HAVE BOOKED DAYS FOR DINNER BEFORE MAKING PAYMENT.

Comment: yes

Cancel Add to Basket