



Aims

To provide a childcare facility that meets the needs of parents/carers.

To provide a happy, welcoming, safe and secure place where all children are valued.

To provide children with a nutritious breakfast and/or a nutritious snack and drink at the after school club.

To have strong partnerships with parents/carers.

To provide a range of structured play activities to engage and stimulate the children within the Government Guidelines for COVID and keeping to the “groups” already in place through attendance at school.

Organisation

The Breakfast Club is open Monday-Friday from 8am – 8:45am.

The After School Club is open Monday-Friday from 3:15pm – 5:30pm Monday to Thursday 3:15 – 5:00 Fridays

The Clubs are available for all children from Reception to Year 6.

The Club is located in Class 3. Parents/carers are asked to call and collect their children via the school car park.

Parents/carers are asked to agree to and sign a contract alongside a registration document for both clubs prior to booking. These are available on the school website and from the school office.

During COVID we are limiting the number of pupils to 10 who can access this provision, priority will be given to regular users and otherwise on a first come first served basis.

Breakfast and After School Club Emergency Contact

The direct dial number for the above is: 07562252512

This number is only available from 8:00am and 3:15-5:30 Monday to Thursday, 3:15-5:00 on Friday.

For enquires during the school day please contact the school office: 01621 815415

Before School

A breakfast will be provided this may include brioche, Pain au Chocolat or toast.

Parents/carers are responsible for informing the Breakfast Club Leader, Miss Robertson, of any dietary requirements using the booking form. The school also has a record of these. The children will be provided with a calm environment in which to start their day.

At the end of the session, children will join their respective classes as they enter School.

After School

Children will meet Miss Robertson in Class 3.

Snack time will be 4.15 and children who are staying beyond this time will be offered a light snack and drink.

Children leaving at 4.15 are welcome to provide their own snack.

Snacks may be cheese and crackers, soup, beans on toast or similar. This is selected in discussion with the children at the beginning of the week. Parents/carers are responsible for informing Miss Robertson of any dietary requirements.

What will they be doing?

- Art and craft activities
- Themed activities
- Outdoor play.
- Film night
- Lego and construction
- Board games/puzzles/problems solving games
- Help with homework, reading or other learning.

- (These may be limited due to COVID restrictions).

Activities will vary from week to week and may be themed to match current calendar events such as Easter or children's particular interests. They will be involved in planning some of their activities.

Drop off and Pick up from the School.

Due to COVID restrictions parents will not be entering the school. For drop off please make sure your child is at the School by 8.25 a.m. Please come to the Main School Car Park and call the School mobile. Miss Robertson will then come out to the Car Park to collect your child from you. Another staff member will be monitoring the children in Class 3.

When picking up your child please come to the Main Car Park and call the school mobile 07562252512. Miss Robertson will bring your child out to the gate to you. The remaining children will be monitored by a member of staff in Class 3.

We have not capacity for late pick up please make sure you are on time.

Behaviour

The school rules and behaviour policy will be followed to ensure consistency for the children at club.

Booking

Breakfast/After school club

Children must be registered with the club by their parents/carers completing club registration forms and contract available from the school office.

We would prefer that you book weekly or termly in advance unless an emergency and otherwise arranged.

Booking may be made by telephone/e mail.

Documents may also be downloaded from the school website. All information provided remains confidential.

Fees and Payment

Breakfast Club Fees: 8:00 am- 8:45 am £4.35 Monday-Friday

After School Club Fees: 3:15 pm-5:30 pm £10.00 Monday –Thursday

3.15 pm- 5:00 pm £9.00 Friday

10% discount for siblings.

After School Club hour session Fees: 3:15-4:15 £6 Monday-Friday.

Fees can be paid in cash or by cheques. Cheques payable to Messing Primary school.

Fire Procedure

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly way via the closest exit.
- They will congregate in the school playground.
- The club register will be taken outside and all names checked.
- There is a fire practice once per term.

Safeguarding and Health and Safety

- In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast and after school Club, have current DBS clearance. These records are held in the school office.
- Breakfast /after school club staff follow existing school policies and procedures for safeguarding, child protection and the code of conduct.
- Where ICT equipment is used, they also follow the schools e safety policy and procedures.

Medication

- All medication/ First Aid all procedure will follow the existing school policies.
- Allergy information should be updated regularly and staff have access to this.
- Medical information is kept in the school office. Allergies and other medical information provided

by parents will also be on the registration form.

Catering

- Mrs Robertson has the Food Hygiene Certification.
- All regulations laid down by The Education (Nutritional Standards and Requirements for School Food) (England) (Amendment) Regulations 2011 are adhered to.

COVID-19

- All COVID procedures are in place these follow the School Risk Assessment for COVID Management. Under the guidelines there is no requirement for social distancing in out of school provision, however the school will be maintaining distance as far as possible between children from different classes whilst at Smiley.

Communication with Parents

- Please contact the School office if you have any information which needs to be passed on to Miss Robertson admin@messagingprimaryschool.co.uk.

Cancellation

In the event of closure a member of school staff will endeavour to contact individuals by telephone before 7:30 am.

Refunds

Due to the need to pay and book places in advance so that levels of staffing can be organised and food purchased, we will be unable to offer a refund if a child does not attend. However, if the school cancels the club, a refund will be offered or the chance to carry payment forward into the next week.

We look forward to welcoming your child to the Smil 😊 Club.

