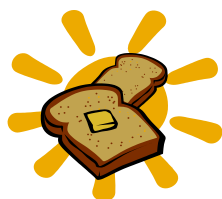


HOLY TRINITY SCHOOL BREAKFAST CLUB

HOLY TRINITY CE JUNIOR SCHOOL

BUTE ROAD,
WALLINGTON,
SURREY, SM6 8BZ



020 8647 7496

Parent Information Guide

Please read this leaflet carefully as it contains information you need to know and terms and conditions you need to comply with. After reading through this guide, if you wish to register for a place for your child, please complete the application form enclosed for each child and return it to the School Office.

Essential Information

Management: The Breakfast Club is run and managed as part of the School and hence it is registered with Ofsted under the same registration number, 102991 and subject to inspection at the same time as the school.

Hours: Opening times: 7.30 to 8.40a.m

Fees: Before 8 a.m the fee is £3.50 per session and after 8 a.m the fee is £3.00

Terms and Conditions

- ❖ Parents/carers of all children attending the Club must have completed an application form and notified the Club of any special medical, dietary or other needs.
- ❖ Children must be brought to the Breakfast Club registration table in the Hall by the parent/carer. It is the carer's responsibility to ensure that the child gets safely to the Breakfast Club.
- ❖ Children should not be left alone outside the school before 7.30am.
- ❖ All fees must be paid correctly and in advance as specified.
- ❖ Children should not bring any food, toys, games, money or valuable items to the Club unless by prior agreement with the Club.
- ❖ School rules must be adhered to and unacceptable behaviour will not be tolerated.
- ❖ Respect for and proper use of all property, equipment and the premises is essential and must be observed at all times.
- ❖ Parents and carers must familiarise themselves with the Club's policies and procedures and ensure their children are also aware of them.

Club Policies and Procedures

1. Admissions

The Breakfast Club has capacity for up to 60 children and there are usually between 25 and 40 children across all the year groups who attend on a daily or ad hoc basis. We

operate a very flexible admissions arrangement whereby the Club does not require pre-booking of its places in advance and therefore parents can be assured that there will always be a space for their child(ren). Hence there is no waiting list for the Club.

2. Payment of fees

The cost of Breakfast Club is £3.50 per day before 8a.m. and £3.00 after 8a.m. Fees can be paid weekly, monthly or ½ termly. If you are paying the fees weekly, they must be paid on the first day of the week that your child attends. Monies must be paid in advance and the price is the same irrespective of whether your child has a breakfast or not.

Money should be handed in at the registration table in the Hall, to a member of Breakfast Club staff and not to the school office. It should be placed in an envelope with your child's name, the amount enclosed, which days your child is attending and whether they are attending the late or early session clearly marked on the front of the envelope. Cheques should be made payable to Holy Trinity School Breakfast Club and correct cash is much preferred.

As stated above, fees must be paid in advance and children will not be allowed to continue at the Club if arrears are not paid promptly and within two weeks. Should you consider that there are special circumstances, please make this known to the Breakfast Club staff, or the Bursar. This will be treated in the strictest of confidence. Please remember that the Club relies on your fees to meet its running costs.

The Club also welcomes childcare vouchers and is already registered with the Co-op, Edenred, Care-4 and Kiddivouchers – please contact the Mrs Cookson, Bursar to confirm details of any new provider.

3. Behaviour

Children are expected to keep to the rules of the school during their time at the Breakfast Club, and an information sheet informing you of the behaviour expectations and actions taken to deal with behaviour issues is attached for your information.

4. Staff

The Breakfast Club has 5 Playworkers experienced in childcare and playwork. The team is supplemented from time to time by a team of regular casual staff or teaching assistants who can provide cover for the permanent staff. They are all included in training provided by the school such as child protection, first aid and school policies.

5. Meals

The Club provides a healthy choice of fruit, cereals and toast and occasionally baked beans, crumpets and fromage frais. Fruit juice is provided at breakfast and water is always available. Children are able to have second helpings if they wish, but not a third helping and the Club will always encourage healthy eating habits. If your child is allergic to any food or has any special dietary needs, please specify this on the application form.

In order for your child to have plenty of time to eat their breakfast before going outside to play from 8.20am, you must bring them in prior to 8.15am if they wish to eat their breakfast at the Club.

6. Child Security

Parents/carers are asked to bring the children in to register in the Hall, particularly when paying the fees. A register is taken every day. At the end of the Club, the children will be outside and the rest of the school pupils will join them before lining up ready for the school day.

7. Child Protection

The Club is legally bound to report any forms of suspected abuse that may become apparent whilst your child is in the school.

8. Illness and Welfare

The Club employs a qualified First Aider. Should your child become ill during this time, and is considered too ill to be cared for by staff, you will be informed immediately and asked to come and collect them.

Please ensure that the Club is informed of any circumstances that could affect the child's welfare or behaviour by including this on the application form and discussing this further with the staff.

9. Activities

The Club provides a range of arts and craft, Lego, table top games, puzzles and sports activities. Occasionally the hall projector is used for DVDs that are playing whilst the other range of activities are taking place. From 8.20a.m, the children are taken outside for play and have access to footballs and skipping ropes.

Please note that children are asked not to bring in Lego or other games that can be easily lost unless it is with prior agreement with the staff.

In conclusion, the Breakfast Club has always been a safe and happy place for your children to come and start the day. Further information can be obtained from the School Bursar, Mrs Cookson.

APPENDIX TO BREAKFAST CLUB INFORMATION GUIDE FOR PARENTS

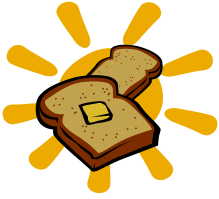
Behaviour expectations in Breakfast Club are the same as expectations in school in general. Children are expected to speak politely to adults and other children, play sensibly and to follow instructions given by adults.

Breakfast Club staff follow these steps when dealing with behaviour issues:

1. A warning is given that the behaviour is unacceptable and should stop.
2. If the behaviour does not stop then the child may lose 5 or 10 minutes of free time outside (or inside if the weather is bad)
3. If the child will not stop the behaviour or refuses to do as asked, Breakfast Club staff may involve a member of Senior Leadership Team.
4. If a pupil needs to be removed from Breakfast Club, the child will be supervised by a member of the SLT.
5. That member of SLT will discuss with Breakfast Club staff, appropriate consequences and if necessary put the pupil in the Time Out Book. If this includes a lunchtime detention, the member of SLT will complete the letter home, making it clear the behaviour happened in Breakfast Club.
6. If poor behaviour persists and sanctions are required on repeated occasions, there may need to be a meeting with parents.

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APPLICATION FOR MEMBERSHIP

Child's Name.....Class.....D.O.B.....

Address.....

.....Post Code.....

Parent/Carer's Name.....

Telephone Number Home.....

Mobile.....

Work.....

Emergency Contact Person and Telephone Number.....

Which days do you wish to use Breakfast Club? (Delete those not applicable)

Monday Tuesday Wednesday Thursday Friday

Starting Date Required.....

Does your child have any medical conditions/food allergies/other factors about which we should know? **YES / NO** (Please delete as appropriate)

Please provide details.....

I wish to apply for membership of the Club for the above named child. I have been given and read a copy of the terms and conditions of the Club and agree to abide by these.

Signed.....

Name (Please Print).....Date.....

Unless you hear from us to the contrary, your child will be able to attend the club on the days requested.