



Banham Primary School

**Breakfast and After School Club
Brochure**

Our Aims

- We aim to provide a service which meets the needs of both parents/carers and children.
- For parents/carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service.
- For a child, this means an environment that is safe, happy, supportive and nurturing. A place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy.

Introduction

We have a dedicated and experienced staff team led by Mrs Sue Davies, our Play Leader. Mrs Davies will be supported by other members of staff dependent upon pupil numbers.

We are currently situated in the school hall as the mobile classroom is currently in use as an additional classroom.

The club has its own dedicated mobile phone so that parents can contact staff directly, without having to go through the school switchboard (tel: 07747 592144)

Session Details

Session Times

Before school 7.45am to 8.45am and after school 3.15pm to 4.15 and 3.15 to 5.30 on week days, term time only.

Fees

Before school - £6.00

After School – 3.15pm – 4.15pm - £6.00

After School – 3.15pm – 5.30 pm - £10.00

All fees are payable in advance upon booking through Wisepay. In exceptional circumstances where using Wisepay is not possible an invoice will be issued and payment should be made within 7 days.

Late collection charge - £10.00 per child

Booking Sessions

Sessions can be booked online through Wisepay. Children will need to be registered and a registration form will need to be completed. Completed forms should be returned to the school office. This is because the club sits in a separate building to the school and they require their own records of contact details in case of emergency.

What we offer

We provide a safe and stimulating environment where your child can play, explore, chat with friends or just 'chill out' before or after school. Each week a wide range of activities will be planned by club staff, including those based upon the ideas and suggestions of the children. These may include cooking, crafts,

games, sports, free play, computer games, outdoor play, role play and much more. Currently these may be revised due to current measures in place around coronavirus as the school's current practice.

Attending the Before School Club

Children should be escorted to the rear of the Hall by an adult and signed in, anytime from 7.45 am each morning.

A healthy breakfast will be available (for example a choice of cereals, toast, yoghurt, fruit and a drink).

Children will be sent to their classrooms in school with the rest of the children at 8.45am, when school staff will supervise them.

Attending the After School Club

Children attending club will be escorted to Club by a member of staff at the end of the school day. A healthy afternoon snack will be available (for example fruity toast, bagels, snack portion of beans on toast, fruit). Water will always be available.

Collecting children from the After School Club

Children should be collected by an adult from the staff/ office entrance and signed out. Only those identified on the registration form may collect a child.

All children must be collected by 5.30 as the school site and main building are all secured at this time.

In the event of any parent/carer being late to collect their child it is essential that you contact the club at the earliest opportunity to enable us to make arrangements. A charge of £10.00 is made for every child who is collected late.

Persistent lateness may result in a child's place at the club being removed.

If a child is not collected, and the parents have not contacted the club, attempts will be made to contact the parents. Failing this, attempts will be made to contact those listed as able to collect the child. Should this still prove unsuccessful staff will wait half an hour, after this time Social Services or the Police will be contacted.

Closures

The Before and After School Club is only open term time. In the event of the Club's closure due to severe weather or an emergency parents/carers will be informed by telephone. Messages will also be placed on the school website and answer phone system. A refund of session fees would be made under these circumstances.

Behaviour

At the Before and After School Club, through agreed codes of conduct between children and staff we aim to value every child's right to a safe, happy and inviting environment. Club staff will inform parents/carers if there are any concerns regarding their child's behaviour and work with them to support their child.

However, parents/carers may be asked to remove their child, if their behaviour compromises the safety and well being of the other children at the club.

Equal Opportunities

All children are welcome to attend the club and every effort will be made to ensure an inclusive and inviting environment regardless of gender, age, religion,

ethnicity or disability. Staff will work hard to ensure that every reasonable adjustment is made to support the needs of all children.

Club Policies

Many of the club's policies and procedures are the same as those for the school. Should parents wish to view copies of school or club policies these can be requested from the school office or found on the school website.

Terms and Conditions

Further information can be found in our terms and conditions. Please do not hesitate to contact club staff if you have any queries.

Contact information

School Address

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Crown Street
Banham
Norfolk
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Tel: 01953 887293

Website: www.banham.cee.coop

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