



St Gabriel's C of E Primary
School

Breakfast and After School
Clubs Handbook

Mission Statement

Aims

We aim to provide the children with a happy, safe, warm and stimulating environment where they are able to play, learn and develop freely.

Objectives

We will do this by:

- Providing a programme of the activities which are interesting, educational, stimulating and fun
- Encouraging children to take a responsibility in their club and participate in the programme planning
- Listening and responding to the views and concerns of the children, parents, staff and governors
- Promoting a positive relationship with parent/carers and work in partnership with them to provide a high quality play provision
- Ensuring that the club is accessible to all children attending the school
- Providing a staff team that is experienced, well trained and hold an up to date DBS
- Carrying out regular monitoring and evaluation of our services to ensure the club continues to meet the needs of the children, parent/carers and the school

Information for Parents/Carers

- All parents/carers will be required to inform the school of any children who have any special requirements that the Staff need to be aware of
- The Breakfast and After School Club adheres to an admissions policy
- Children are not allowed to leave the After School club unless accompanied by their parent/carer/nominated collector who are known to staff. No children under the age of 16 to pick up
- Children should be collected promptly. If a parent/carer is unable to collect their child/children they must inform the school as soon as possible via the after school club phone: 07934220175. No child will be able to leave the premises with person or persons unknown.
- All Breakfast club and After School club sessions must be booked and paid for in advance via your Parentpay account. There is a maximum of 15 places available at each club.
- You should have available funds in your Parentpay account. Debts will not be carried forward and must be kept up to date at all times.
- We cannot refund sessions if a child is absent unless we have 24 hours' notice
- Please ensure you read all our policies and procedures before your child/children attend

Times and Fees

Breakfast Club

£2.50 per child, per session

Monday to Friday 7.45am – 8.30am

After School Club

£9.00 per child, per session

Monday to Friday 3.15pm – 6.00pm

Pledge to Parents/Carers

We will:

- Welcome you at all times to discuss our work, have a chat or take part in activities
- Keep you informed of opening times, fees and charges, programmes of activities, policies and procedures
- Be consistent and reliable
- Share and discuss your child's achievements, experiences, progress and friendships
- Ask your permission for outings and special events



St.Gabriel's C of E Primary School

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