



# Wrap-around care

Sandhills Community Primary School - Breakfast and After School Clubs

We provide before-school and after-school care for children aged 4-11 years (Foundation to Year 6) that allows them to continue to play and learn in familiar and friendly surroundings out of normal school hours.

We aim to give parents the flexibility to use our childcare service when they need to, whilst giving peace of mind that children are happy and well looked after.

We do this within a relaxed but stimulating environment, which promotes belonging, friendship and creativity. We understand that the children in our care are unique individuals, who can expect to be respected and nurtured.

The club aims to provide a wide range of activities; incorporating outside play, craft, board games, reading, imaginary play, construction, sport and themed/seasonal activities.

The clubs are located in the School Hall and Community Centre. When the weather permits, the children have access to the School's main playground and field allowing use of the play equipment and the space for free play and team games such as football and rounders. A number of classrooms have also been approved for use should we be unable to use the halls.

The children will be encouraged to participate in activities of their choice and will be provided with a breakfast before school and a light meal after school. Our staff follow all Health and Safety regulations in the preparation of food and have appropriate training.

# Aims

- ◆ An inclusive service, accessible to all the children from Sandhills Community Primary School.
- ◆ Ensure that each child feels happy, safe and secure – allowing them to play, learn and develop freely in a play-centred environment.
- ◆ Ensure that play and safety is our priority.
- ◆ Encourage the children to take responsibility for themselves, their things and their actions.
- ◆ Promote leadership and team work, to develop a sense of belonging and to promote a positive self-esteem.
- ◆ Encourage the children to develop positive attitudes and respect for themselves, each other and the staff – in an environment free from bullying and discrimination.
- ◆ Provide activities that reflect the children’s interests and diversity, and that celebrate the diversity of their community.
- ◆ Work with families and outside agencies to enhance our provision.
- ◆ Provide a setting that is committed to safeguarding children.
- ◆ Communicate effectively with families and the school, to keep everyone updated about changes to the club’s administration and to listen and respond to their views, thoughts and concerns.

# Times

Breakfast Club starts at 7.30am and finishes at 8.45am when School starts. After School Club starts at 3.00pm, when the Sandhills School day finishes, and closes at 6.00pm. On the last day of term before Christmas, Easter and the summer holidays, when school finishes early, After School Club will not be available.

Parents are required to collect their children promptly at the end of the day. Late collections will result in a charge.

Breakfast club is accessed through the main school entrance and After School Club through the community hall entrance.



# Fees (2020-2021)

## Breakfast Club

The cost per child is £2.75 per session, which includes a breakfast consisting of toast, cereal or a crumpet and a drink.

## After School Club

The cost per child after school is £10 for a regular place and £12 for an occasional place. This includes fruit, a light meal such as a jacket potato, soup or pasta, a drink and any activity materials.

Fees are payable by ParentPay (the School's online payment system) or childcare voucher.

Fees are payable for all sessions, including when your child is sick or on holiday – regardless of the amount of notice given. Bank holidays and other school closure days will not be charged for.

If you wish to permanently cancel your child's place we require 2 weeks' notice which will be charged.

## Late Collection Fees

We require all parents or carers to pick up their children by 6pm. After this, a 'late pick-up' charge of £5 for every 10 minutes, or part thereof will be incurred. This is necessary because we have additional staff costs if the club is late closing. A telephone call is always appreciated, but the charge will still be applied.

# Admission Policy

For all new Breakfast and After School Club users, a Registration Form must be completed. These are available from the school office, on the Sandhills School website at [www.sandhills.oxon.sch.uk](http://www.sandhills.oxon.sch.uk) or by emailing [afterschoolclub@sandhillsprimary.org](mailto:afterschoolclub@sandhillsprimary.org).

Children can be booked into the club for 1 to 5 sessions a week.

After School Club operates a policy of admitting children in the following order of preference:

1. Regular user
2. Siblings of above
3. Chronological order of application.

Should you be unable to secure your child a place for the day you would like, your child will be placed on the waiting list. You will be contacted by the Play Leader if a place becomes available.

## Regular After School Club Users

Where regular days are required, a Registration Form needs to be completed specifying the days you wish your child to attend. The Registration Form can be found on the School website or a paper copy can be requested from the Play Leader or via the School Office.

## Occasional After School Club Users

Children can attend on an 'occasional' basis, but a registration form should still be completed. Under this arrangement, the parent / guardian can request a 'one-off' place for a child through the school office or if in advance please email [afterschoolclub@sandhillsprimary.org](mailto:afterschoolclub@sandhillsprimary.org).

Provision will be based on availability and is obviously not guaranteed.

# Staffing

We employ a Play Leader and part-time Play Workers. Staff are required to undergo continual training and development. We ensure a ratio of one member of staff per eight children in After School Club. We also have a bank of contingency staff we can call on for sickness or emergency cover. All staff are checked through the Disclosure and Barring Service. There is always a paediatric first aid trained member of staff and a DSL available.



# Contact

Breakfast Club Leader – Mrs D Merritt

After School Club Leader – Miss A. Pirie

School Business Manager – Mrs L. Jones

For more information, visit the School website:

[www.sandhills.oxon.sch.uk](http://www.sandhills.oxon.sch.uk)

Or email:

[afterschoolclub@sandhillsprimary.org](mailto:afterschoolclub@sandhillsprimary.org)

If you need to contact After School Club during club hours regarding your child the phone number is 07399268044.