



St George's Catholic Primary Voluntary Academy

Breakfast & After School Club

Parent Handbook

2021 -2022



*"We are learning and growing together as God's family.
We will always do our best to love and respect each other as we prepare for our future."*

At St George's Breakfast and After School Club wrap around care facility, we aim for a working partnership with parents to achieve equality for all of the children. We endeavour to create an atmosphere in which every child feels secure and highly motivated to attend and succeed in every undertaking, as well as have the confidence, self-respect, acceptance and respect for other people.

General Details

The Breakfast & After School Club is open to all children between the ages of 4 and 11 years old. Reception children can join the facility when they begin full time school. In the event of over subscription, a waiting list is drawn up. Children are given a place in the appropriate age group, when one becomes available and we have the correct ratio of staff.

Breakfast Club

Breakfast Club opens at 7.45am and we offer breakfast from 8.00am. A healthy breakfast is provided with a choice of cereal, toast, fruit or yoghurt and a drink of milk or water. There is also a hot menu which changes daily.

The children are given the opportunity to join in activities indoors and outdoors (Weather permitting). The Breakfast Club: Children from Reception to Year 4 need to be escorted into the main reception and signed in by an adult. Children in years 5-6 can sign themselves in.

After School Club

The After School Club starts at 3.00pm. Younger Children will be collected from their class. Various snacks are provided including, sandwiches and wraps (with different fillings), with fruit and a biscuit. Parents are reminded that they **MUST** fill in any food allergies and intolerances that their child may have when booking. There are a range of indoor and outdoor activities for the children to take part in.

When collecting your child from the After School Club, you **Must** sign your child out on the registers displayed in the main reception. If another adult will be collecting your child from the After School Club, it is important that you notify the staff in the After School Club in advance or by writing a note in your child's reading record.

School Clubs

If your child will be going to the After School Club after attending another club on the school premises, it is important to advise the school of this by telephoning the office. For children who attend Gym Club and supervision is required a booking can be made at the cost of £3.50

Behaviour

At Breakfast and After School Club, the children remain at St Georges and must there to the school Behaviour & Discipline policy.

If any child behaves unacceptably, by not following the school's behaviour code and policy (which is available on the school's website) we reserve the right to withdraw their place in the Breakfast or After School Club. He/she may be re-admitted at a later date, in consultation with the Breakfast and After School Club Leader and the Headteacher and parents. Our priority is the well-being and happiness of all of the children.

Late Collection

The After School Club closes promptly at 5.55pm as the school closes promptly at 6.00pm. An additional charge of £1 per minute will be charged for late pick up after 6.00pm.

Persistent lateness will lead to a review of your child's place in the After School Club by the Headteacher.

- If the child is not collected by **6.00 pm** and there has been no communication between After School Club and parents/carers and emergency contacts despite the staff calling all the numbers provided, the following procedure will be followed:

-The Headteacher, will be informed and if no solution is available Social services will be contacted and they will decide on further action to be taken. Harrow Golden line number 0208 901 2690.

Payment of Fees

We reserve the right to withdraw your child's place in the Breakfast/After School Club if payments are not paid on time.

Please Book Via : <https://bookings.magicbooking.co.uk/Identity/Account/Login>

Magic Booking

Account: Your account will automatically be created by importing yours and your child's data from our School Management System.

All aspects of GDPR are in Parctice.

Our School Management System will remain the primary source of data. Therefore, any changes related to yours and your children data including health care plans, emergency contact details, authorised collectors will have to be notified to the school.

Bookings: From your account, you will be able to make or cancel bookings, access past bookings details and payment history 24/7.

Bookings will be made online instead of filling forms, sending emails or calling us. Families entitled to UIFSM, FSM or Pupil Premium will automatically benefit from the relevant discounts. Families entitled to UIFSM, FSM won't need to book school meals as their children are automatically booked in.

Payments: You will be able spread the cost of your booking with a monthly instalment plan. This only applies to bookings that last over 34 days and your payment plan will be of the same duration as the booking.

Your payments will be equal every month making it easy to budget your expenses. It works a little bit like your utility bills, you pay the same amount every month regardless of how much you consume, the only difference is that there won't be any adjustment at the end of the period as these will happen in real time; If you cancel or add dates to an existing booking your monthly payments will automatically be adjusted to reflect the cost difference.

The other good news is that you won't even have to worry about making your payments! After making your first payment online at the point of booking, your following instalments will automatically be taken on the same date every month. You will receive a reminder 5 days before your payment is taken.

Of course, bookings that are for a period shorter than 34 days will have to be paid upfront.

Childcare voucher and TFC: You will be able to integrate the element of Childcare voucher and TFC at the point of booking. The system will then give you the balance to pay based on how much you are planning to pay with the tax-free scheme. **You will still need to instruct your Tax-free scheme to pay us.**

WHERE TO FIND YOUR ACCOUNT

To access your account, click the link:

<https://bookings.magicbooking.co.uk/Identity/Account/Login> or on our website:
www.stgeorgesprimary.org

When you get to the login page, then click the 'Forgotten Password' hyperlink, enter the email address we've sent this email to in the field, and follow the instructions received in the email to create your password. Check your junk folder if you don't see the email in your inbox.

Notice of Absence

There may be occasions when your child has been booked into the After School Club but

you do not wish them to attend. In this case it is important that you telephone the school office, preferably before 12.30pm on the day of the booking to let us know. You can also cancel the booking yourself using MagicBooking.

Medical Policy

It is the policy of the Out of School Clubs to administer medicines in line with the school's policy (available on the school website). If the school holds medication and the appropriate permission form for a child who is in one of the clubs, it is imperative that a note is made on the booking form (or otherwise in writing) to make the Out of School Club staff aware of this.

This is parental responsibility.

Safeguarding

The school Safeguarding & Child Protection Policy applies to Breakfast & After School Club. The designated safeguarding officers within the school are Mrs Monaghan, Mrs Arthur and Mrs Conway.

School Car Park

The school car park is out of bounds from 8.15am to 9.00am and from 2.50pm to 4.30pm Tuesdays-Fridays. On Mondays it is closed from 2.50pm-5.00pm. Please remember to **always** drive safely in the school car park and do not exceed the 5mph speed limit as there are still children on the premises until 6.00pm.

Please remember to park safely and legally outside of the school.

Current fees for the Breakfast and After School Club are as follows:-

Session	Charge	Reduced Charge
Breakfast Club	£4.00	£3.50
After School Club	£7.50	£6.85

*Reduced rate applies if you have more than one child attending.
Please note that refunds will not be issued for non-attendance.*

St. George's Breakfast and After School Club Times	
Session	Time
Breakfast Club	7.45am to 8.40am
After School Club	3.00pm to 5.55pm

Club Leader	Ashley Drewett (ASC) Karen McConnellogue (BC)
Breakfast Club Staff	Lesley Madden Karen McConnellogue Susan Sullivan
After School Club Staff	Ashley Drewett Cloe Brooks Anne Healy Jayanthi Everestus-Selvarajah Mary Arulnesan
Payments	Magic Booking
Head Teacher	Mrs Deirdre Monaghan
Chair of Governor Extended Schools Committee	(Governor) Mrs Miriam Jones

St George's Breakfast & After School Club
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