PARLEY FIRST SCHOOL

Glenmoor Road
Ferndown
Dorset, BH22 8QE

Telephone: 01202 874400
Email: office@parley.dorset.sch.uk

Head teacher: Mr J. Bagwell

www.parley.dorset.sch.uk

'PEARDROPS' BREAKFAST & AFTER SCHOOL CLUB AGREEMENT AND RULES

GENERAL INFORMATION

'Peardrops' provides a before and after school activity in a safe happy environment situated in a dedicated facility, 'The Cabin', and is supervised by professional, experienced staff. 'Peardrops' is open during term time only, Monday to Friday from 7.30am to 8.30am and from 3.00pm to 6.00pm.

Children attending 'Peardrops' will be supervised at all times. Please note that the School accepts no responsibility for children on school premises outside of the normal school day that are not attending the 'Peardrops' Club.

'Peardrops' is a self-financing club. No financial support is received from the school and all running costs must be met from fee income. It is not intended to be profit making and any surplus made after costs will be reinvested back into the Club for the benefit of the children.

Children eligible to join the Club must be existing pupils at the school. The Club is not open to siblings who may be attending another local school and/or Pre-School. The Club is set up to: (i) encourage children to eat a nutritious breakfast, which is part of the Every Child Matters agenda and the Healthy Schools initiative; and (ii), provide high quality after school childcare in a relaxed and safe environment.

OBJECTIVES:

- To enable pupils to eat a healthy breakfast before the start of the school day in a pleasant, relaxed environment which can have a positive impact on learning.
- To provide high quality child care in a welcoming, safe secure environment for pupils at both the start and end of the school day.
- To develop children's emotional literacy and social skills.
- To promote and encourage home learning alongside fun, play based activities.
- To provide a subsidised service to our pupil premium "FSM" children.
- To provide an affordable service for working parents.
- To employ caring supervisory staff.

BREAKFAST CLUB ARRIVAL ARRANGEMENTS

Parents should bring their children to The Cabin via the entrance on the Key Stage 2 Playground. You are required to sign in your child and once the session begins, a register of attendance will be taken. The children must stay in the Club until 8.30am when they will be escorted to the KS2 door where a member of staff will be on duty to welcome them into school.

AFTER SCHOOL CLUB COLLECTION ARRANGEMENTS

Parents must collect their child from The Cabin via the entrance on the Key Stage 2 Playground. A register of attendance will be taken at the start of the session and you are required to sign out your child at the end of the day. The Club closes at 6pm and all children must be collected by this time. Children will only be released to an authorised adult contact listed on your child's registration form. In the event that any other adult will collect your child, you must contact

'Peardrops' as soon as possible to inform them. Please note, any adult collecting your child that is not listed as authorised on their registration form will be requested to provide staff with the password you will have noted for your child on registration. No child will be released to an unauthorised adult that cannot provide this password information.

In the event that your child is not collected from after school club, staff will follow the procedure set out in the 'Peardrops' Uncollected Child Policy which can be found on the school website.

STAFFING AND SUPERVISION

The children are adequately supervised at all times and the ratio of staff to children will not exceed 1:15 (a ratio of 1:10 is our preference). 'Pear Drop' staff are also staff members of Parley First School and have an enhanced DBS check.

It is the responsibility of the parent to ensure that the child enters and leaves the school premises safely and is signed in and out of the Club at the start and end of the extended school day. Staff members will take a register of all children attending.

SAFEGUARDING

Fire Procedure - Children should exit the Jubilee Room and assemble on the back field in accordance with Parley First School Fire Safety Policy. All registers should be taken and the children checked.

Risk Assessment – A risk assessment has been carried out for the 'Peardrops' Club.

'Peardrops' operates under the same procedures as Parley First School with regard to safeguarding. A copy of the school's Child Protection policy can be found on the school website.

STRUCTURE AND BOOKING ARRANGEMENTS

The cost of Breakfast Club will be £3.25 per session, and the cost of After School care will be £8.00 if attending to 5pm and £12.00 if attending until 6pm (£4 per hour). Children from Pupil Premium families currently registered for Free Schools Meals ("FSM") are entitled to a reduced rate of £1.00p per session for Breakfast Club. After School Club attendance will also be subsidised for FSM families to £4.00 if attending to 5pm and £6.00 if attending until 6pm.

Attendance Fees are payable at the time of booking. All bookings must be made via our 'Parentmail' app, go to the 'accounts' section and select the appropriate sessions.

If paying via Childcare Vouchers please advise the office prior to booking as you will need to be set as a £0.00 price band to allow you to book sessions and make your payment to your voucher scheme. (Childcare Vouchers ONLY-For After School Club, please book via Parentmail for the 3-5pm sessions only and advise the office if you require this extended to the 3-6pm session due to an error which will try to charge you the additional £4.00)

Please note that 28 days written notice is required for any cancellation of this agreement.

REFRESHMENTS

'Peardrops' Breakfast Club will provide a selection of refreshments for the children including Toast, Muffins, Fruit, Yogurts, as well an option of Porridge and/or Beans on Toast during winter months. A healthy snack will also be provided to any child attending 'Peardrops' After School Club. Water and milk will be available to drink at both sessions.

The school will ensure that all refreshments comply with "The Requirements for School Food Regulations 2014" (effective 1st January 2015). In addition, there will always be a member of staff on duty at the club that holds a current food hygiene certificate (level 2). The Club will also comply with environmental health food safety standards.

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It is the parents responsibly to report any food allergies on the Registration Form when joining 'Peardrops' and to ensure that this information is updated should circumstances change.

POSITIVE BEHAVIOUR AND DISCIPLINE

Children are expected to show a good standard of courtesy and behaviour at all times. The 'Peardrops' Club is part of Parley First School and as such children are expected to follow the same guidelines as documented in the Positive Behaviour and Anti Bullying Policy which can be found on the school website.

Any discipline problems will be brought to the parents' attention by the supervisor. If the problem persists or is serious, then the problem may be referred to the Headteacher and if it cannot be resolved the child may, at the discretion of the governing body be asked to leave the 'Peardrops' Club.

SPECIAL EDUCATIONAL NEEDS

If your child has special educational needs and you apply for a place for them at 'Peardrops', you may be invited to an informal meeting with the Headteacher. This meeting will discuss how the Club can support your child's needs.

SICKNESSES, ACCIDENTS, FIRST AID & EMERGENCIES

If a child becomes ill during a Club session, every attempt will be made to contact one of the people listed on the Registration Form, to arrange collection of the sick child. The child will be cared for until collected.

In case of a minor accident, basic First Aid will be administered. In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/legal guardian to advise or discuss with him/her the course of action to be taken. All accidents and emergencies will be entered in the Accident Log.

'Peardrops' operates under the same procedures as Parley First School with regard to First Aid, Sickness and Accident Reporting. There will always be a member of staff on duty at the club that is first aid qualified.

PLEASE NOTE:

The Club Registration Form contains an AUTHORISATION giving permission to transport your child to an A&E department if the parent/carer cannot be contacted in time. This action will be taken to gain appropriate medical treatment for the child. If you do not wish to give such authorisation please indicate on the registration form.

PARLEY FIRST SCHOOL 'PEARDROPS' CLUB CANNOT ACCEPT ANY CHILD TO ATTEND A CLUB SESSION UNLESS A COMPLETED SIGNED REGISTRATION FORM IS SUBMITTED BY THE PARENT/CARER TO THE SCHOOL OFFICE.

This agreement will be reviewed by the governing body every year.

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CODE OF CONDUCT AT 'PEARDROPS' CLUB

Dear Parent(s)

To ensure the safety of pupils using the 'Peardrops' Club we have particular requirements regarding behaviour. Below is a copy of our agreed code of conduct. Please read this through with your child and return the agreement slip to the School Office.

Every pupil should:

- **Observe normal school rules**
- **Co-operate fully with staff at all times**
- **Be punctual at all times**
- **Be considerate to others at all times**
- **Respect requests and requirements made by staff**
- **Look after equipment and resources**
- **Abide by 'Peardrops' Breakfast & After School Club agreement and rules**

I / we have read the above Code of Conduct required of

(child's name) .....whilst at 'Peardrops'

I / we agree to him/her following the code.

Signed .....(parent / carer)