



**TREETOPS**  
AFTER SCHOOL CLUB

# **Pyrford C of E Primary School**

## **Early Bird Breakfast Club & Treetops After School Club**

### **Information Booklet and Terms & Conditions**

**Reviewed and updated January 2019**

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## Our Vision

Pyrford C of E Primary School puts the children's needs at the heart of its provision. Our whole school community is committed to enabling the children to become successful lifelong learners and happy, fulfilled adults who can make positive choices about their future.

### Introduction

Our Breakfast Club & After School Club is run by Pyrford staff who also have roles in school during the day. In this way we are able to offer consistency and continuity of provision as the staff and children know each other well and share the same expectations as are enjoyed during the school day.



Children can join in with the planned activities or take time to do their home learning. Many children enjoy playing in one of the activity areas, examples of which are:

- ICT suite where the children use technology to help with their home learning or a planned IT activity.
- sport related activity
- arts, craft & cookery



Alternatively children may prefer to have some quiet time playing with the range of games and toys available.

Our clubs are very popular therefore places must be booked in advance to ensure we have the correct staffing levels to enable us to fulfil our safeguarding expectations.

Any cancellations or changes to booked sessions MUST be made via the office. Cancellations made in the week of the booking will still be charged to cover the cost of staffing. Any cancellations other than in the week of the booking, will be via credit and not refund.

**Parents wishing to use the Breakfast Club & After School Club are asked to carefully read the information and terms and conditions in this booklet and complete the declaration through this online link. <http://www.scopay.com/pyrfordsurrey>**

**Any bookings made are conditional upon receipt of your declaration.**

Terms and conditions are reviewed annually. There may be occasions when changes to terms and conditions occur prior to the annual review; parents will be notified of these in writing and asked to sign and return an acknowledgement.

*Pyrford C of E Primary School is committed to Safeguarding and promoting the welfare of children. To achieve our commitment we will ensure continuous improvement and development of robust Safeguarding processes and procedures that promote a culture of Safeguarding amongst our staff and volunteers.*

## **INFORMATION AND TERMS & CONDITIONS**

### **BREAKFAST CLUB ASSISTANTS**

Leader: Mrs J Rashbrook

### **TREETOPS ASSISTANTS**

Leader: Mrs L Carroll

#### **BREAKFAST CLUB CONTACT NUMBER**

Please call our main school telephone number – 01932 342693



#### **TREE TOPS CONTACT NUMBER**

Please call 01932 339060

#### **OPENING HOURS**

The Breakfast Club is open between 7:45am – 8:45 am every Monday-Friday, term time only, with breakfast served until 08:20am.

The After School club is open between 3:10pm – 6.00pm every Monday-Friday, term time only.



#### **PARENT/CARER INVOLVEMENT**

The aim of both clubs is to provide a safe, stimulating and caring environment where children and parents are welcome and valued. We believe that it is important to work together with parents to ensure their children's best interests are met.

#### **PAYMENT**

The current fees are:

**BREAKFAST CLUB**

£5.50 per session which includes breakfast

**TREETOPS**

£13 per session which includes tea

£10 per session for additional siblings

#### **THE BOOKING PROCESS**

**Bookings will only be accepted using the schools online booking system on Tucasi. Please note that payment must be made at the time of booking. In special circumstances the office may be able to accept a manual booking, please contact them for further information**

## **LATE BOOKINGS**

We would like to remind our families that the bookings and payments must be completed in advance and by latest midnight (as detailed below) so we can ensure our provision remains at a high standard for the children who attend.

We understand that commitments for parents may change at the last moment and feel confident the cut off should give ample opportunity to make any necessary childcare arrangements.

**If a session is not booked in advance you must contact the school office. Payment must be paid to the office before a child can be admitted to the Breakfast Club/Treetops.**

Please note there is a limit on the number of places which are allocated on a first come first served basis. Children of staff are however processed as priority. Bookings can be made within the term, in advance as long as there is sufficient payment to cover all bookings.

- **Bookings for the Breakfast Club must be received by midnight as follows:**

- Midnight on Monday for Wednesday bookings
- Midnight on Tuesday for Thursday bookings
- Midnight on Wednesday for Friday bookings
- Midnight on Thursday for Monday bookings
- Midnight on Friday for Tuesday bookings

- **Bookings for Tree Tops must be received by midnight as follows:**

- Midnight on Monday for Tuesday bookings
- Midnight on Tuesday for Wednesday bookings
- Midnight on Wednesday for Thursday bookings
- Midnight on Thursday for Friday bookings
- Midnight on Friday for Monday bookings

To make an online booking please access your Tucasi account using the following link:

**<http://www.scopay.com/pyrfordsurrey>**

## **ABSENCE/MISSED SESSIONS**

Any absence including ill health, school trips or visits (with the exception of Residential trips), sporting events (even if the child has been selected by Pyrford Primary to take part) or any other school based activity or event will still be chargeable. Should clubs not run due to school closure, credits will be issued.

If your child is absent from school and has been booked into either club, please make the office aware that your child will not be attending the club.

## **ACCIDENTS AND FIRST AID**

Every precaution is taken to ensure the safety of the children. If your child has a minor injury whilst in our care, first aid will be carried out within the club. An injury form will be filled in by the adult who dealt with the incident and you will be informed when you collect your child.



A trained First Aider will always be present at the Club.

## **VALUABLES**

We ask that children keep special items of interest i.e. toys and books in their school bags when they are attending the club. We have a large range of toys and books and sometimes personal items can get lost within these.

## **BEHAVIOUR**

The Breakfast Club & Treetops staff encourage the children to respect themselves and others in a relaxed friendly environment with clear expectations and boundaries. We use the Good to be Green approach for behaviour that is used throughout the school.

## **GOOD TO BE GREEN**

All the children have the opportunity to make positive choices about their behaviour and influence outcomes within Breakfast Club & Treetops.

The children who regularly follow the rules of the Breakfast Club & Tree Tops are noticed and rewarded.

Both clubs follow a consistent system which is used throughout the children's school day.

Both Clubs will implement the same consequences that are used within the main school. This includes the coloured warning system of blue, yellow and red. Parents will be notified if there are any issues concerning your child's behaviour.

Behaviour by any persons on the school site, considered to be unacceptable and inappropriate will not be tolerated. These include: smoking, alcohol, drug abuse, solvent abuse, bad language and any other situation which could cause disruption and or distress.

Continuous disruptive or unacceptable behaviour by any person (child or adult) will be recorded and reported to the Headteacher. The school reserves the right to withdraw a place/admission to any person should incidents occur.

The success of the Breakfast Club and Tree Tops depends on the cooperation and sharing between those involved. Parents should address any comments they wish to make to the clubs leader. Any complaints should be addressed to Headteacher. Please see a copy of the complaints procedure on the school's website.

Smoking and dogs on the site are strictly prohibited.

Further information can be found on our school website.

## FOOD AND REFRESHMENTS

The Breakfast Club menu consists of:

- A selection of healthy cereals.
- Toast/bagels/croissants with a variety of toppings.
- Refreshments include orange juice, apple juice or milk.
- Fromage frais yoghurts.



The Treetops menu:

- A two course meal will be available

We use fresh ingredients and follow statutory Government guidelines. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children and for it to be delivered in a calm and friendly environment.

Should your child have a dietary requirement we ask that you detail this on the Parent Declaration when your child first registers with Breakfast Club/Tree Tops. Should needs change once enrolled, please contact our school office who will be able to update our records accordingly.

## PARENTAL CONDUCT

The Home School Agreement also applies to the provision in the Breakfast Club and Treetops.

For our Home School Agreement to work and help to ensure the best outcomes for our children, everybody needs to respect the professional relationships required in schools.

Our staff work to the highest expectations of professional conduct and are held to account should their behaviour fall short of our expectations.

## **SUMMARY OF BREAKFAST CLUB/TREETOPS**

### **Booking**

- Bookings must be made on Tucasi by midnight as indicated to secure a place.
- There are limited spaces available which are allocated on a first come first served basis.
- **Payment must be made at the time of booking using Tucasi, the school's online payment system.**

### **Use of the Club**

- Children cannot arrive at the Breakfast Club any earlier than 7.45am. Staff may be present, but this is to allow adequate time for setting up prior to children arriving.
- Children must not arrive at the Breakfast Club/Treetops without a booking.
- Parents are asked to respect and trust the decisions made by staff and behave in an appropriate manner to all staff.
- Adults collecting children from Treetops must ensure they present themselves to a member of staff before escorting them from the school site and must sign their child out. Please note if there is a \* by your child's name, this indicates that a member of Treetops staff would like to speak to you.
- Should any other person collect your child from Treetops then you must inform the Treetops staff and where possible introduce them to staff in advance. If it is not possible for the staff to be introduced beforehand then a confidential password will be set up for them to use.
- Children must be collected from Treetops by 6pm. A charge of £15 per 15 minutes may be levied to those who are late collecting their child on more than one occasion.

The Breakfast Club/Treetops is part of Pyrford C of E Primary School governed by the school's local governing body.

Please be aware that we reserve the right to refuse access to this facility for any parent who refuses to abide by the procedures and protocols in place to ensure the safety and welfare of our children.



## PYRFORD C OF E PRIMARY SCHOOL BREAKFAST CLUB/TREE TOPS DECLARATION

*The parent(s) of any child/ren attending the Breakfast Club/Tree Tops must read and understand the Terms and Conditions before signing the following declaration. This can also be completed on this link*

[Breakfast Club / Treetops Declaration](#)

Having read, understood and accepted all statements made in the Terms and Conditions I/We will comply with all the procedures.

I understand that any decisions made by the Breakfast Club/Tree Tops will be final.

Print full name \_\_\_\_\_

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Name(s) of Child/ren \_\_\_\_\_

\_\_\_\_\_

My child has special dietary requirements      YES / NO (please delete as applicable)  
Details: \_\_\_\_\_

\_\_\_\_\_

I use Childcare Vouchers and my voucher company is \_\_\_\_\_  
\_\_\_\_\_

***I understand that these terms and conditions will be reviewed annually.***

(last reviewed January 2019)

