



Breakfast Club & After School Club

Information Booklet

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Terms and Conditions

Reviewed and updated March 2023

BREAKFAST CLUB AND AFTER SCHOOL CLUB

Our Breakfast and After School Clubs are run by Riverbridge staff, many of whom also have roles in school during the day. In this way we are able to offer a consistency and continuity of provision, as the staff and children know each other well and share the same expectations as during the school day.

At Riverbridge Breakfast and After School Club we are committed to providing:

- A positive start and finish to the children's day
- A safe environment, where children feel valued and welcomed
- Staff who are qualified and committed to the School ethos

A schedule of exciting and varied activities are devised for the clubs. Children can join in with the planned activities or take time to do their home learning.

Wraparound care at Riverbridge is very flexible and reasonably priced. Children have a choice of breakfast during the Breakfast Club and light snacks within the After School Club.

Places are limited within both clubs and must be booked in advance to ensure we have the correct staffing levels to enable us to fulfil our safeguarding expectations.

Parents wishing to use the Breakfast Club and/or After School Club are asked to carefully read the information and terms and conditions in this booklet, which are reviewed annually. There may be occasions when changes to terms and conditions occur prior to the annual review, parents will be notified of any material changes in writing and may be asked to sign and return an acknowledgement.

Riverbridge 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.



TERMS AND CONDITIONS

INFORMATION AND PRICING

STAFFING

Wraparound Team

Mrs H Bhagalia – Wraparound Care Manager

Mrs S Welch

Mrs S Thompson

Mrs A Shingadia

Mrs M Nagoor

Mrs D Willis

Miss J Fuidge

Mrs I Sheath

Miss H Essed-Grujici

Mrs F Baluyut

Mrs R Alhafez

Mrs H Bignell

Our staff are First Aid trained and hold an enhanced DBS check

CONTACT INFORMATION

Breakfast Club and After School Club contact number: 01784 227960 (main school office)

This number is available between 8.30am and 5.00pm. Outside of these hours please email the school office on: office.riverbridge@lumenlearningtrust.co.uk, which will be monitored between 7.30am and 6.00pm.

OPENING HOURS

The Breakfast Club is open from 7.35am - 8.45am when the children go into class

The After School Club is open from 3.00pm -6.00pm. No After School Club will run on the last day of term.

There may also be exceptional days throughout the year when the After School Club is not open. These days will be shared with you via the Newsletter.

CLUB CHARGES AND MENU



Breakfast Club

The fees are:

- £4.75 per session. Children requiring breakfast should arrive before 8.15am in order to give them time to eat from a buffet of healthy cereals, toast, waffles, pancakes, bagels, fruit and yoghurt.

After School Club

The fees are:

- 3.00pm - 4.30pm. (short session) cost £6.00. This session includes activities, fruit and a drink.
- 3.00pm - 6.00pm (whole session) cost £12. This session includes activities, fruit, drink and a light snack (alternating between sandwiches, bagels, rolls, thins and toasties).

We use fresh ingredients, follow the statutory guidelines and we meet individual dietary and allergen needs. We recognise the importance of healthy nutrition for children and for it to be delivered in a calm and friendly environment.

LATE COLLECTION

We appreciate that there may be occasions when parents may be late due to unforeseen circumstances. This will be reviewed on a weekly basis and persistent lateness may result in a late pick up charge.

Late pick up will be charged at £10 for the first 15 minutes then £10 for every 5 minutes after that.

ARRIVAL FOR BREAKFAST CLUB

For parents using the Breakfast Club, we ask that you walk your child into the club and sign them in with a member of Riverbridge staff. This is to ensure the safety and safeguarding of all our children. We are not able to accept any children into Breakfast Club, without a confirmed pre-booked place.

ARRIVAL OF CHILDREN AT THE AFTER SCHOOL CLUB

For the children who attend Knowle Green base, they will be accompanied to the hall by a member of Riverbridge staff. The children attending Park Avenue base will join a 'walking bus' again accompanied by Riverbridge staff, to the Knowle Green base.

If parents have booked their child into the After School Club but decide, on the day, to collect their child at the usual collection time, the booked session fee will still be charged.



CONTACT DETAILS

Parents must complete the attached booking form for Breakfast Club/After School Club. The form can also be found on the school website. This will include emergency contact details.

BOOKING PROCESS AND PAYMENTS

All Breakfast Club and After School Club bookings and amendments must be emailed to the school office: office.riverbridge@lumenlearningtrust.co.uk. Bookings will be allocated on a first come, first served basis.

Payments can be made using Scopay or by using Childcare Vouchers or Tax Free Childcare. All payments must be made in advance of attendance. If you would like to make a payment via Childcare Vouchers or Tax free Childcare, please complete the 'Childcare Voucher Payment Notification' form found on our website under the 'Parent' section in 'Online Forms'. The office will be unable to allocate your payment until a form is completed.

Please note payments must be a recommended minimum of £20.

On your child's Scopay account you will see the codes the office use for booking your child's place on the calendar. Future bookings are shown as the following: Breakfast Club 'P's; After School Club 'Y' (half sessions), 'Z' (whole sessions). At the end of the week before any sessions, bookings become payable; the codes then change to the following: Breakfast Club bookings 'B' and After School Club bookings 'H' (half sessions), 'W' (whole sessions).

All bookings must be paid for in advance before the Monday of the week of your sessions.

CANCELLATIONS FOR BOOKINGS

All cancellations & amendments must be emailed to the office by 12pm at the latest on the Friday before the session takes place, otherwise you will still be charged for your booking.

If your child is absent from school, your booking will be automatically removed.

SECURITY AND COLLECTION FROM AFTER SCHOOL CLUB

For security and safeguarding purposes, if any person other than a parent/carer is collecting a child, a collection password will be used. **We will not allow any child to depart from the Club unless we have the agreed collection password.**

Adults collecting any child/children must press the After School Club buzzer on arrival at Knowle Green base. A member of staff will then open the main door to the entrance hall where the child will then be brought to.

Parents/carers are reminded not to park in the school car park at Knowle Green base.

SICKNESS

If a child is showing signs of being unwell whilst they are in the After School Club or Breakfast Club, staff will notify the parent/carer and ask them to collect their child.



Staff at the club cannot administer any form of medication unless a pupil medication form has been completed and returned to the school office prior to the session.

If your child has any regular medication held at school, please provide an additional set of medication for the Breakfast Club/After School Club staff to hold.

BEHAVIOUR

The Breakfast and After School Club staff encourage the children to respect themselves and others in a relaxed friendly environment with clear expectations and boundaries. We use the Stay On Green approach for behaviour that is used throughout the school. Parents understand that if a child contravenes the expectations of Breakfast and After School Club it could result in exclusion from the club.

STAY ON GREEN

- All the children have the opportunity to make positive choices about their behaviour and influence outcomes within the Breakfast and After School Club.
- The children who regularly follow the rules of the Breakfast and After School Club are noticed and rewarded.
- The Breakfast and After School Club follow a consistent system which is used through the children's school day.
- The system promotes a less intrusive approach to the management of behaviour
- The Breakfast and After School Club will implement the same consequences that are used within the main school. This includes the coloured warning system of blue and yellow and red for reflection time.

Further information can be found on our school website.

PARENTAL CONDUCT

- The Home School Agreement also covers the provision in the Breakfast and After School Club.
- 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.
- We therefore ask that all parents frame questions and concerns in a calm and respectful manner to prevent parental behaviour becoming an issue in itself.

SCHOOL AGREEMENT

We agree to:

- Provide a safe, stimulating and caring environment where children and parents are valued.
- Ensure that all children are safely escorted to the After School Club and to class from Breakfast Club.
- Not allow any child to leave the After School Club with anyone other than the parent/carer unless a collection password has been provided.



- Notify parent/carer if a child is showing signs of being unwell and making every attempt to contact one of the people listed on the Registration sheet to arrange collection of the child.
- Use the Stay on Green approach for behaviour.
- Ensure that all children are supervised at all times during club opening hours and the full duration of their stay.

PUPIL AND PARENTAL AGREEMENT

I agree to:

- Be kind to others and share the equipment.
- Always treat the equipment with respect.
- Tell an adult if I have a problem.
- Try to keep the promises we make in the school code of behaviour.
- Respect myself, all staff and other children and behave sensibly at all times.

The Breakfast Club and After School Club are part of Riverbridge 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.

Please now complete the [Google Form](#) found on the Breakfast Club and After School Club Wraparound Care page of our website: www.riverbridgeprimary.co.uk to acknowledge you have read and agreed to these Terms & Conditions.

