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A Learning Ladder for Life

Breakfast Club and After School Club Revised Terms and Conditions 2022/2023

Breakfast Club runs daily from 7.30am until 8.40am and our After School Club from 3:15pm until 6pm. We are acting on parent feedback and offering a new, shorter session for After School Club which will run from 3.15pm until 4.30pm.

Please note, the last entry for Breakfast Club is 8.00am regardless of whether your child requires food.

Places must be booked at least 24 hours in advance via ParentPay. Please see the chart below for the last available time to book a place. If a place is not booked before this deadline, your child will not be able to attend. In order to manage staffing ratios, we limit the number of children in Breakfast and After Care Clubs so book early to avoid disappointment.

Day	Required session	Must be booked by
Monday	Breakfast Club	7.30am on the previous Friday
	After School Club	3.15pm on the previous Friday
Tuesday	Breakfast Club	7.30am on the previous Monday
	After School Club	3.15pm on the previous Monday
Wednesday	Breakfast Club	7.30am on the previous Tuesday
	After School Club	3.15pm on the previous Tuesday
Thursday	Breakfast Club	7.30am on the previous Wednesday
	After School Club	3.15pm on the previous Wednesday
Friday	Breakfast Club	7.30am on the previous Thursday
	After School Club	3.15pm on the previous Thursday

Booking

Please note that all sessions must be booked the working day before, as per the chart above.

	Booked in advance as per the chart above:
Breakfast club 7.30am – 8.40am (entry must be by 8.00am)	£3.00
After school club 'Short Session' 3.15pm – 4.30pm	£5.00 Please note that this session does not include food.
After school club 'Long Session' 3.15pm – 6.00pm	£11.00 Includes light snack

Stagshaw Close, Postley Road, Maidstone, Kent, ME15 6TL

Trust Principal: Mr J Whitcombe MA

Director of Primary : Mr M Wilson

Swale Academies Trust Registered Office: Ashdown House Johnson Road

Registered in England No: 07344732



Aims

- This provision aims to provide an affordable child care facility for parents before and after school.
- To provide a safe, welcoming and secure environment for children.
- To provide healthy, nutritious food for pupils.
- To provide a calm environment in which children have access to a range of activities.

Staffing

- The school will operate a minimum 1:15 staffing ratio; your booking in advance helps us to ensure this.
- All staff hold fully updated DBS and safeguarding checks.
- All staff have completed Emergency First Aid training and Food Hygiene training.

Payment, Cancellation and Late Collection

- Payments and bookings must be made in advance via ParentPay as per the chart overleaf.
- For the After School Club, all children should be collected no later than 6pm when the club closes. Any children not collected by 6.00pm will incur an additional £10 late charge and a further £5 per 15 minutes (this is to cover additional staffing costs).
- If a debt of over £20 occurs then the child will not be able to attend until this is cleared.

Behaviour

- Children are aware of our Behaviour Policy and they are regularly reminded of the expectations.
- Children will be encouraged to use the restorative approach. Unacceptable behaviour is always discussed with the child in order for them to understand why their behaviour is unacceptable.
- Children's pattern of behaviour can often change when under stress. Parents should inform school staff of any change of circumstances that could affect a child's behaviour.
- It may sometimes be necessary to inform the child's parent/carer if unacceptable behaviour continues so that a joint approach can be used.
- In exceptional circumstances the offer of a place at the after school club may be withdrawn.

Food

- Both Breakfast Club and After School Club operate a healthy menu.
- In the After School Club, children will have a light snack. Fruit juice, water and a variety of fruit will also be available.
- Breakfast Club offers a buffet style continental breakfast including: cereal, toast, yoghurts, fruit.
- Dietary needs and allergies can be catered for if we are given prior notification. All dietary requirements should be discussed with the school.
- Please note that the 'Short Session' at After School Club does **not** include food.

Activities and Resources

- A varied range of activities can be enjoyed at After School Club. Including organised games, board games, arts and crafts activities, reading, Lego etc. as well as making use of the school's outside spaces.

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