

"Direct my footsteps according to your word" Psalm 119:133



Orbit Breakfast and After School Club Parental Agreement

Introduction

Orbit Club is our breakfast and after school club providing after school childcare during term time for children aged 3 to 11 years old, in a safe, happy environment, supervised by professional and experienced staff. Children must be a pupil of St Mary the Virgin CE Primary School or Shooting Stars Nursery. A broad and balanced programme is provided of recreational and educational activities. A quiet area is set aside where children can read, or rest and a healthy snack and drink is provided.

Official Recognition

The Club is registered with OFSTED under the school's registration number 147145. Orbit Club is subject to our own school policies and guidelines.

Aims

To provide a safe, healthy and happy environment for our pupils from 7.45am – 8.45am and 3.15pm – 5.30pm on school days.

Breakfast Club Charges and Times

The charges are:

- 7.45am – 8.45am £4.70 per child
This will cover the cost of the care of the children. Breakfast is included.
- 8.15am – 8.45am £2.50 per child
This will cover the cost of the care of the children. Breakfast is **not** included.

After School Club Charges and Times

Bookings are divided into 2 sessions each day and all children will receive a light healthy snack and drink. The sessions are split into the following:

Session 1	3.15 - 4.30pm	£5.00 per session
Session 2	3.15 - 5.30pm	£9.70 per session

If your child wishes to take part in the cooking activity this will incur a charge of 50p extra paid directly to Jane Crew. Jane will need to know a week in advance if a child would like to take part in cooking as spaces are limited.

Everything is possible. Just believe! Our school motto.

The health, safety and well-being of every child is our top priority. We expect all staff, governors, parents/carers and volunteers to share this commitment to safeguard our pupils

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Registration, Booking and Payment of Fees

A REGISTRATION FORM MUST BE COMPLETED FOR EVERY CHILD PRIOR TO ATTENDANCE AT THE CLUB. These will need to be redone annually to keep us up to date with information but if there are any changes in the meantime then please let us know via the email at the end of this agreement.

In January 2024 we started a new form of booking using an online system called Schoolmoney/Eduspot. Parents will receive a link via text and email to enable them to set up an account and be able to book and pay for sessions online. If you need the link sent again at any time or a password reset then also please email the orbit email address.

If however, you wish to pay for sessions using childcare vouchers or tax-free childcare you can arrange to claim an amount from them and once this has been received in the bank account this credit will then get entered onto your Schoolmoney account. If you are using your nursery funded hours, then please email the sessions you require to the Orbit email address and these will then have to be input manually.

With this new system, families will need to book Orbit Club places by 10am on each Tuesday for the following week in order to guarantee a place and for arranging appropriate staffing ratios. For families who use nursery funding an email must be sent to Orbit@stmarygillingham.dorset.sch.uk also by 10am on each Tuesday for the following week with the sessions you require to be booked manually. After 10am each Tuesday the bookings for the following week will be closed.

All fees must be paid for all sessions booked even if your child is away for short term sickness or there is a late change in your plans as staffing will have been arranged and salaries still must be paid.

Emergency last minute bookings or changes will only be accepted on the day if space allows and at the discretion of the Head of School or Deputy Head of School.

Cancellations

Any cancellation must be notified in writing or via email. Credit for absence/cancellation can only be given in exceptional circumstances (at the discretion of the Head of School) as costs are still incurred.

Notice of Leaving

If you wish your child to no longer attend Orbit Club, we require 2 weeks' notice as staff will have been arranged to work for the amount of children booked in.

Expectations

- Children need to be fully toilet trained and be able to use the **toilet independently** before they can attend Orbit Club
- Orbit Club is subject to the school's policies and procedures concerning safeguarding and health and safety.
- The Breakfast Club will provide a healthy breakfast and activities to assist learning, e.g. homework, reading, drawing and playing board games. Children will not be allowed to leave the Breakfast Club room to play outside unsupervised.

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- Staff will be responsible for the care and management of children, always treating them with respect.
- Orbit Club will comply with environmental Healthy Food Safety Standards and Allergen standards.
- All children are expected to behave well, show respect, be polite, look after equipment and resources, and be co-operative and courteous to staff and to each other. The club is subject to the same policies, procedures and expectations that apply to the school as demonstrated through the school's Behaviour Policy.
- Children who do not behave well or do not show respect for staff or each other will not be allowed to attend the club – either permanently or temporarily depending on circumstances.
- The club is subject to the same policies and procedures that apply to the school's Equality Policy.
- In the event of a parent having a concern, this should be made in the first instance to the Breakfast Club Leader, Miss Jane Crew. If a parent is still concerned then the matter should be taken to the Head of School, Mrs. Jenny Williamson.
- The Trust (SAST) are ultimately responsible for the Breakfast Club, but it is not expected that a member of the Senior Leadership team is on site whilst the club is in operation.

Procedures

- Parents/Carers are responsible for the safe arrival of children at the club.
- Entrance is via the main school reception.
- No responsibility will be taken for children before 7.45am.
- Children will enter leaving their belongings in the designated area.
- Breakfast will be served buffet style in the Breakfast Club room to include:
Toast, Cereal, Fruit and Milk
- Staff will make themselves aware of any pupils with special dietary requirements including allergies.
- At 8.45am all children will be escorted to their classes and released into the care of the class teacher.
- In the case of an emergency staff will follow the school procedures and children will congregate on the playground and report to the Head of School or other member of school staff.

Absences

If your child is absent due to sickness, then please make it clear when you report the absence to the school office that Orbit Club also needs to be informed.

Late Collection

We ask that you pick up your child promptly for the following reasons:

- It is upsetting for a child to be left behind after the others have gone
- By law, appropriate staff ratios have to be maintained at all times
- Staff that have to stay behind re paid on an overtime basis
- If a child is not collected and staff cannot contact named people on the registration form Children's Social Care would need to be informed

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The school reserves the right to **charge £5.00 for every 15 minutes or part of that you are late collecting your child.** These charges will apply for each day of late collection and are non-negotiable and we appreciate your understanding with this matter.

Sickness, Accidents, First Aid and Emergencies

If a child becomes ill during a Breakfast 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 collection.

In the case of a minor accident, basic First Aid will be administered.

In the case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/guardian to advise or discuss with him/her the course of action to be taken.

PLEASE NOTE: the Registration Form contains an AUTHORISATION giving permission for staff to act 'IN LOCO PARENTIS'. If the parent/guardian cannot be contacted in time, the club organiser will invoke the authority to take action to gain appropriate medical treatment for the child. IF YOU DO NOT WISH TO GIVE SUCH AUTHORISATION, PLEASE INDICATE THIS ON THE REGISTRATION FORM.

Administration of medication can be undertaken by staff. Please complete "A Parental Consent for Administration of Medicines" form, available from the office, if you require medication to be given to your child whilst at the Breakfast Club.

October 2024

PLEASE RETAIN THIS INFORMATION FOR FUTURE REFERENCE

CONTACT: St Mary the Virgin CE Primary School

Email: Orbit@stmarygillingham.dorset.sch.uk

Tel: 01747 824446

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