



St Mary the Virgin CE VA Primary School
& Shooting Stars Nursery
*Everything is possible.
Just believe!*



Orbit Breakfast Club Parental Agreement

Introduction

Starting in September 2018, ORBIT CLUB will be our new Breakfast Club which will now be run by the Governors within the heart of St Mary the Virgin CE VA Primary School. It is for children aged 3 to 11 years who attend St Mary the Virgin Primary School and Shooting Stars Nursery.

Official Recognition

The Club is registered with OFSTED under the schools registration number 134020. 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 on school days.

Charges and Times

- The charges are:
 - 7.45am - 8.45am £5.20 per child
 - This will cover the cost of the care and a healthy breakfast of toast, cereal, yogurt, a drink and fruit.
 - 7.45am - 8.45am £4.70 per child
 - This will cover the cost of the care of the children. Breakfast is **not** included.
 - 8.15am - 8.45am £2.50
 - This will cover the cost of the care of the children. Breakfast is **not** included.



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Psalm 119:133

"Direct my footsteps according to your word"



Registration, Booking and Payment of Fees

A REGISTRATION FORM MUST BE COMPLETED FOR EVERY CHILD PRIOR TO ATTENDANCE AT THE CLUB. Registration forms are available from the school office and on the school website.

- Parents will be given one month's notice of any increase in fees.
- To attend the club, places must be booked and paid for in advance preferably by BACS (online banking) using your child's name as a reference, but in exceptional circumstances we will take cash or cheques (payable to St Mary the Virgin Primary School). Monthly deadlines will be notified to parents via Parentmail and notices at the Breakfast Club. Non-payment may result in your child's place being suspended and if after 2 weeks payment has still not been received for sessions you have booked, the school reserves the right to withdraw your child's place.
- In the eventuality that a session is over-subscribed, spaces will be allocated on a first come, first serve basis.
- The club will be staffed according to numbers booked in so therefore we request that last minute bookings or changes be made at least 48 hours in advance and they will be subject to availability. Emergency last minute bookings will only be accepted if space allows and at the discretion of the Headteacher or Deputy Headteacher.
- **All fees must be paid for all sessions booked even if your child is away for short term sickness as staff wages will still have to be paid.** Fees are non-refundable for absence due to illness or other family commitments. Credit can only be given in exceptional circumstances (at the discretion of the Headteacher) as costs are still incurred.
- Parents are asked to keep the school informed of any change of emergency contacts via the school office.

Notice of Leaving

If you wish your child to no longer attend Orbit Club, we require 4 weeks' notice as staff will have been arranged to work for the amount of children booked in.

Ground Rules

- The Breakfast Club is subject to the school's policies and procedures concerning child protection and safeguarding.
- 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. Year 6 children will be allowed into the school playground from 8.30am once a member of staff is on duty.
- Staff will be responsible for the care and management of children, treating them with respect at all times.
- The Breakfast 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.



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- 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 wishing to make a complaint, 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 Headteacher, Mrs. Bullmore.
- The Headteacher along with the Governors 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 and spreads
 - Choice of cereals
 - Yogurt
 - Fruit
 - Milk
 - Squash
- 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 Headteacher 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.

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



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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.

Early Years Foundation Stage Profile

For children in our Nursery and Reception class we will be guided by the learning and development requirements of the Early Year Foundation Stage Profile as follows:

Personal, Social and Emotional Development

We will help the children develop a positive sense of themselves and others and to form positive relationships and develop respect for others. We will help them develop social skills and learn to understand appropriate behavior in groups. Older children will help the younger children and everyone will be able to make their own positive choices.

Communication and Language

We will involve the children in activities and experiences to enable children to experience a rich language environment; to develop their confidence and skills in expressing themselves and to speak and listen in a range of situations. The children will make their own choices with regard to their breakfast and will work as teams to ensure that the breakfast club runs smoothly, helping younger children and helping to clear up at the end. They are also given the opportunity to choose their own activities from the daily plan, such as completing homework, drawing, playing with the toys and playing individually or in groups.

Date: 12th September 2018

PLEASE RETAIN THIS INFORMATION FOR FUTURE REFERENCE

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