



HONEYCOMBERS

Breakfast & After School Club

About the Club

Welcome to our Breakfast / After School Club.

Throughout the rest of this handbook the word "Club" should be taken in reference to both Before and After School provision.

Our clubs are based at Devonshire Primary Academy and provide care for our children from Pre School to Year 6.

All bookings should now be made through the ParentPay booking system. **All sessions are to be paid in advance using ParentPay.** Unfortunately, if you have any outstanding debt on your account - this will need to be paid off prior to any new bookings being made on your account. The Academy office will provide parents/carers with personal payment information. The Academy office is unable to accept cash/cheque payments.

We offer extended care in the form of a Breakfast Club from 8.00am until the start of the school day and After School Care from 3.15pm to 5.10pm.

The facilities used for our club include a dedicated club room, the main hall, library and the playground including the trim trail and MUGA.

"The Best That We Can Be!"

'At Devonshire Primary Academy we endeavour to provide all our pupils with an education which enables them to reach THEIR full potential. We provide an atmosphere in which our children feel secure and valued, with each child treated as an individual and encouraged to develop their own special talents'

Aims

The aim of the clubs is to provide a safe, caring, secure and stimulating environment for the children in our care. The atmosphere and activities are similar to those that the children would find at home both before and after the school day.

What we offer

Our range of activities include many of the following: craft, drawing/painting, board games, reading, construction, outdoor play and homework opportunities for older children who wish to do some independent study. During their time at the club children will be able to choose activities that suit them best.

A snack and drink are provided at each session - please see menu examples. This is not intended to substitute for a main evening meal that the child may receive at home. Fresh ingredients are used and we follow statutory guidelines to ensure the children are provided with health choices. Fresh drinking water is available at all times. Individual dietary requirements and parental preferences are met wherever possible.

Staff

The staffing ratio is 1 to 12.

Club Supervisor: Mrs S Binns

Club Assistants: Mrs L Pierce

Mrs S Goodwin

Miss E Stoddard

All our staff work at school during the day and have significant experience of working with children, and comply with requirements for registered childcare. We maintain a staff/child ratio of 1:12 for children under the age of eight, in line with statutory requirements.

Terms and Conditions

Admission

It is our intention to make our club accessible to children and families of all age ranges. Admission to the club is organised by the After School Supervisor and a waiting list system may be implemented if and when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same day(s) as a sibling already attending.

A completed registration form is required for each child attending. This form contains information concerning your child and is confidential. In the event of a medical need we may ask for further detail in order that a child's individual needs may be met appropriately.

Re-enrolment is required at the end of the summer term. Places will not be kept open for children unless a new registration form is completed.

Policies and Procedures

The club operates under a number of academy policies and procedures.

Statement of Health & Safety Policy

- Devonshire Primary Academy is committed to securing the health, safety and well-being of pupils, employees, and others affected by our activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected.
- All reasonable, practical measures must be taken to avoid risk to children, staff and others who may be affected.
- All staff have responsibility for implementing policy and procedures throughout School and must ensure that health and safety considerations are given priority in day-to-day planning and supervision.
- Whenever a member of staff notices a health or safety problem which they are not able to put right they must inform the Leader or member of senior staff immediately.

Equal Opportunities

The Governors and Staff of Devonshire Primary Academy are committed to equality of opportunity in education for all pupils and in the employment of staff regardless of sex, race, culture or religion.

Fees

Per Session	Time	Fee
Breakfast Club	8.00 am- 8.50 am	£3.00 per session
After School	3.15 pm - 5.10pm	£6.00per session

Prompt payment of fees is required in advance of the session taking place. **Attendance to sessions will not be permitted unless payment has been received in advance.** *The academy reserves the right to review fees annually.*

BREAKFAST CLUB – Food service times are approximate	
8.00 - 8.50 am	Breakfast Club - breakfast and small group activities Breakfast is served until 8.30 am, children taken to class in time for registration at 8.50am (8.40am for Pre School).
AFTER SCHOOL CLUB	
3.15 - 5.10 pm	After school staff collect children in yellow street. Snack and small group activities and games. Activities indoors or the outdoor area (as appropriate).

Breakfast Club

The children are welcome anytime from 8am onwards. Breakfast is available if required up to 8.30 am. The children are free to choose any of the activities available.

After School Club

After School offers a caring and stimulating environment at the end of a busy school day. A snack is provided and dietary requirements (allergies) are catered for. There are planned activities as well as free choice.

Please also let us know if your child will be attending Football, Choir, Drama or any other activity at school on their usual session day so we are not looking for them at collection time unnecessarily. We are able to collect children from these activities when they end and bring them over to the After School Club by prior arrangement.

To book a session

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If your child has never attended a session before, you will need to phone the office so that we can arrange for an information pack to be sent home with your child. You will be required to complete the forms within the pack and drop these back off at the office. Once all paperwork is completed, you will be able to access the booking system for your child.

When booking or cancelling a session for your child, you will have until 24 hours before the start of the session to make changes. After this time, the session will become locked and you will be unable to amend it. For example, if you wanted to book breakfast club for a Tuesday morning, you would have until 8am on Monday to book.

How to book:

- Visit www.parentpay.com & Login
- Click on 'Book Meals and Places'
- Select booking type from the dropdown menu (Breakfast or After School)
- Select Week Commencing Date from the dropdown menu
- Tap on the days you wish to book (selected sessions will be highlighted green)
- Check cost & confirm bookings
- Pay

If you have any problems logging into ParentPay or booking a session, please call the office for assistance.

Illness, Accidents and Emergencies

1. Any child with an infectious disease e.g. measles, chicken pox or sore throat, discharge from the eyes or nose, sickness or diarrhoea should be kept at home until the infectious period has passed.

2. When a child becomes ill every effort will be made to contact the parents or carer who will be requested to collect the child as soon as possible.
3. In the case of accidents, where possible, suitable treatment will be given and this will be recorded in the accident file and an accident form handed to the Parent/carers at pick-up time.
4. All head injuries are to be treated with caution and a bumped head letter sent home on all occasions. In the event of a serious bang to the head Parents/Carers shall be contacted to collect the child as soon as possible.
5. In an emergency, we reserve the right to remove a child to hospital accompanied by a member of staff if the parent or carer is not available.

PLEASE NOTE THAT IF YOUR CHILD HAS AN ASTHMA INHALER IN SCHOOL THEN A SEPARATE ONE MUST BE PROVIDED, TO BE KEPT IN THE BEFORE AND AFTER SCHOOL CLUB ROOM'S ASTHMA BAG. THIS MAY ALSO APPLY IN THE CASE OF SOME MEDICATION.

Arrival & Departure of Children

Please enter the staff car park on Devonshire Road on foot and press the intercom for attention. The intercom is located on the green fence behind the minibuses. The intercom will be answered by staff who will then meet you and sign your child in/out.

As the entry/exit involves crossing through the car park, children must be supervised by an adult during drop off and collection. Please be vigilant when crossing through the car park and use the pavement on the right side.

The only vehicles permitted in the car park are those belonging to staff.

1. On AM arrivals, parents or carers are asked to sign their child in by initialling the child's name and time on the register upon arrival.
2. Parents are requested to adhere to the core times and to notify staff of any occasions when the times at which their child will arrive or be collected will be different.
3. Parents are asked to inform staff if any adult other than the known parent or carer will be collecting the child. Children will not be permitted to leave with an adult not known to staff.
4. In the event of a person unknown to staff or someone who was not expected arriving to collect the child, a password system will be used. If the password is not known or is incorrect the parent/carers/emergency contact of the child will be telephoned.

5. In cases of parental separation, only when one parent is denied the right to collect the child by a court order this will be upheld by the staff.
6. On PM departures, parents or carers are asked to sign and enter the pick-up time on the register.
7. In the event of a child being left the After School Supervisor will telephone all emergency contacts.
8. If, despite several attempts, they are unable to contact anyone a member of the school's Senior Leadership Team would be contacted and informed and they would then contact social services.
9. The telephone number to contact the Honeycombers Clubs during sessions is:-

01253 478784

Complaints

In the event of a parent wishing to make a complaint about any matter relating to the Club, this should be addressed in the first instance to the Headteacher, Mr D. Simm.

A record of the complaint will be kept and an account of the findings and actions taken will be notified to the person as per the academy's complaints policy.

If the parent feels the matter is still unresolved contact should be made with the Chair of Governors.

If you have any questions, please do not hesitate to contact the office on **01253 478271**

Or email admin@devonshire.svt.org.uk

Menu Examples

Breakfast Club

	<i>Cold Choice</i>	<i>Hot Choice</i>
<i>Mon</i>	Choice of cereals	Toast
<i>Tue</i>	Choice of cereals	Crumpets
<i>Wed</i>	Choice of cereals	Pancakes
<i>Thu</i>	Choice of cereals	Fruit loaf
<i>Fri</i>	Choice of cereals	Bagels
<i>Available daily</i>	Selection of fruit or yoghurt	Water, juice, milk/milk shake Jam & butter

Afterschool Club

	<i>Cold Choice</i>	<i>Hot Choice</i>
<i>Mon</i>	Ham, cheese or jam sandwich	Beans on toast
<i>Tue</i>	Cheese with crackers	Cheese or ham toastie
<i>Wed</i>	Ham or cheese tortilla wraps	Noodles
<i>Thu</i>	Ham, cheese or jam sandwich	Pizza
<i>Fri</i>	Cheese with crackers	Hot dogs
<i>Available daily</i>	Selection of fruit, carrot batons, cucumber & chopped tomatoes	Water, juice, milk/milk shake

Please note variations may occur due to availability of produce.

Parents/carers must notify staff in writing of any allergies or intolerances.