



Roxbourne Primary School Breakfast Club (BC)

General Information and Terms and Conditions

Roxbourne Primary School in partnership with BeActive Sports and Clubs provides high quality extended day provision for pupils from our school from Reception to Year 6 weekdays during term time only.

We aim to provide a happy, safe and enjoyable environment for the children in our care, led by a team of experienced staff who know the pupils well and understand our school's policies and procedures.

Schedule

BC is offered Monday to Friday.

Breakfast Club - 07.40am – 08:40am

7.40am – 8.10am Registration and Breakfast

8.10am – 8.40am Physical Activity

8.40am- Dismissal from breakfast club/school starts

No admission will be allowed after 8.15am.

Staffing

Our BC is led by experienced coaches from BeActive Sports and Clubs, Mr Wilkins and Mr McGarvie.

Policies and procedures

The BC is run as part of the overall educational provision of the school and follows the school's policies and procedures. Policies adopted by the Breakfast club include:

- Safeguarding and Child Protection Policy
- Whistleblowing Policy
- Staff Conduct Policy
- First Aid Policy
- Medical Needs and Allergies Policy
- Behaviour Policy
- Teaching and Learning Policy

Special needs

Our school will make every effort to accommodate and welcome any child with special needs. We work with parents/carers and relevant professionals to meet the child's specific needs.

We will endeavour to accommodate all children of all ability: each case will be assessed individually and risk assessed to ensure everyone's safety.

Membership to the club

By registering your child to the BC on Arbor, parents are agreeing to these terms and conditions and applicable school policies. Once the membership has been created, parents will be able to book the sessions and pay.

New members need to contact the school office (office@roxbourneprimaryschool.co.uk) for details on how to become a member of the club.

Membership to the club will be reviewed termly.

Booking on Arbor

- Bookings for the BC are made and paid for on a termly basis on Arbor.
- We encourage parents to book regular sessions for the whole term so that they can secure the preferred slots.
- Parents are required to ensure that bookings are made on Arbor at least 24 hours prior to the session.
- Unfortunately, failure to do this could result in a place being allocated to someone else.
- We cannot guarantee a place to the club unless it is booked on Arbor.

We understand that on occasions parents may need to book the BC provision in an emergency. If you are a member of the club you can contact the school office for assistance. The decision to allow the use of the BC in an emergency will be made by a member of the senior leadership team.

Ad hoc bookings will only be available if you become a member of the BC and are subject to availability. Once we have reached maximum capacity on a particular date then bookings will no longer be available on Arbor.

Breakfast club Charges

Normal charge	£5 per session
Siblings	£4.50 per session (10% discount)
Pupil Premium eligible pupil	£2.50 per session
Children of staff	Free of charge

All payments need to be made on Arbor using a credit/debit card or childcare vouchers prior to the session. Confirmation of payments made via credit/debit cards can be found on your Arbor app/portal.

For those that will be paying with childcare vouchers for the BC, the Ofsted registered number that you will need is: 102213.

Payments made via childcare vouchers will be reflected on Arbor by the finance team once the payment is credited in the school bank account.

All enquiries regarding payments should be sent to the school finance team on finance@roxbourneprimaryschool.co.uk.

Cancellations and refunds

To cancel your session, you need to email the School Office office@roxbourneprimaryschool.co.uk 24 hours prior to the session. All cancellations will result in a credit applied to your Wraparound care account on Arbor or the refund can be paid back to your credit/debit card, please inform the Finance team of your preference.

Refunds will not be provided if the cancellation is less than 24 hours.

Refunds will not be provided for a child's absence unless in extenuating circumstances. Agreement from the Head teacher must be gained in this instance.

Behaviour

We see BC as an extension of our school day and as such children and staff should behave with respect, care and consideration while in the BC. The school's Behaviour

Policy will be used as a model for students and staff to follow, students are familiar with this procedure and therefore should be able to meet the high expectations of this.

Children are expected to respect each other, staff and visitors whilst at the club, and keep to the club code of conduct so that all the children enjoy their time at BC. If a child is unable to behave appropriately on a regular basis, parents will be informed and it may result in the child not being able to attend the BC any longer.

Illness

We are unable to care for children who are ill. If your child has had diarrhoea or sickness please do not send them for 48 hours after the illness has ceased.

Accidents and First Aid

Every precaution is taken to ensure the safety of the children at all times and staff are first aid trained.

Any accidents and/or treatment will be recorded in the accident book. The accident book will be reviewed in line with the school's medical policy.

Medical conditions

For the purpose of the safety of our students joining the BC, the staff will have access to pupils' medical records via Arbor. You must ensure that your child's medical record on Arbor is accurate. Where required, the staff will follow the applicable school procedures

Emergencies

In the event of an emergency, we will follow our school procedure and use the contacts available on Arbor for your child. It is your responsibility as a parent to ensure that the emergency contact details on Arbor are up to date.

Complaints Procedure

If you have a concern regarding the BC, please contact the School office in the first instance. Where possible the BC will make all attempts to resolve any concerns.

Data protection/Photographs

We will follow the school's policies on data protection and parental consent. We may occasionally take photographs for use on the school website, newsletter and other promotional/informative material. The photo consent provided by the parents at admission to the school will be used as consent (or otherwise) for us to use your child's photograph in this way.

Appendix:

Breakfast club Admissions Policy

The Headteacher reserves the right to refuse admission or cancel a membership to any child whose behaviour is not in the best interest of the other children's health and safety. This course of action would only be implemented once our agreed procedures for tackling behaviour problems have been exhausted – please see both the schools' and the clubs' behaviour policies / code of conduct.

By agreeing to the terms and conditions and becoming members of the club, parents are confirming that they have read and understood the club's policies and procedures and agree to abide by the terms and conditions of the club.

Contact information

For general enquiries and absences	office@roxbourneprimaryschool.co.uk
For membership, payments and availability	finance@roxbourneprimaryschool.co.uk
BeActive Sports and Clubs contact phone number	07715847132