

## Little John's Breakfast, After-School and INSET day Wraparound Clubs

We are delighted to welcome you to our in house Breakfast and After School provision, Little John's. We also occasionally host INSET day clubs, please check The Jottings for details.

Our times and charges are listed below.

Club	Opening times	Charge	Siblings
Breakfast	From 7.30 am	£5.00	-
After School	End of school until 4.15 pm	£6.00	-
After School	End of school until 5.45 pm	£12.00	£11.50
Late pick up charge	Any time after the end of a booked session	£15.00	-

All sessions involve a mixture of activities, both inside the school building and around our grounds. Children and parent / carers will access / exit the club via the external classroom door. Signs will be posted if the children are located elsewhere on the school site eg the field. Ring the club leader on 07460 103 169 during the sessions if necessary.

If you wish to book your child onto one of our club sessions, you must complete the Registration Form overleaf; one form is required per child. Please ensure that you keep the school updated with any changes, especially to contact details or medical needs.

We are also able to accept childcare vouchers as payment. If making payments directly to the school, please use the child's full name as the reference for payment, quoting the school details of 31430/7236.

We are currently set up to receive voucher payments from: Bravo Benefits, Care-4, Comp Voucher Serve, Edenred, Fair Care, Fideliti, Kiddivouchers, Pluxee, Reward Gateway (RG), Caboodle Sodexo and with direct payments from HMRC – National Savings, but we are happy to set up payments with other voucher providers, just contact the school office with details.

The office is able to book ahead for regular bookings, please complete the relevant section on the registration form overleaf; this can be amended at any time.

We look forward to welcoming you to our friendly and fun provision.



Little John's



**TO BE COMPLETED ONE PER EACH CHILD**  
**St John the Baptist Church of England Primary School**  
**Little John's Registration Form**



Child's Name:		Class:				
Please provide a password which will be required if any other adult is to collect your child. On collection, the adult will be required to give this password to a member of club staff.						
Parent / Carers contact details  (Club use only)		Name:  Work:  Home:  Mobile:				
Emergency 1 contact details  (Club use only)		Name:  Relationship to child:  Work:  Home:  Mobile:				
Emergency 2 contact details  (Club use only)		Name:  Relationship to child:  Work:  Home:  Mobile:				
Doctor's surgery / name & contact number						
Does your child have any allergies, dietary, behavioural, medical, SEND or other needs? If yes, please provide full and comprehensive details		Yes / No				
Are you planning to pay by Childcare Vouchers or Tax Free Childcare? If yes please give details		Yes / No				
Authority for your child to watch U or PG rated films:		Yes/No U    Yes/No PG				
Regular bookings - the school can pre-book children for the same clubs for the entire academic year, please tick the sessions you want us to book for you		<b>Mon</b>	<b>Tues</b>	<b>Weds</b>	<b>Thurs</b>	<b>Fri</b>

**I agree to abide by the Terms and Conditions of the extended school provision.  
The above information overrides any previous forms and is effective from:**

**Name:**

**Signed:**

**Date:**

**St John the Baptist Church of England Primary School**  
**Extended School Provision**  
**Terms and Conditions**

**General**

- All club sessions are open to children attending St John the Baptist Church of England Primary School from Reception classes through to Year 6.
- All club sessions are run by school staff.
- The provision is open from 7.30am to 8.40am and 3.05pm to 5.45pm Monday to Friday during term time and 8.00am – 3.00pm on INSET day clubs when operating.
- There will be a charge of £15.00 per child, for any parent / carer who is late and does not collect their child before the end of their booked session.
- There will be a charge of £15.00 per child, for any child placed into a session if they are not collected by the end of their school day, ie before 3.20pm.
- Breakfast will be provided for all children attending the Breakfast club who arrive before 8.15am.
- A snack will be provided between 3.15pm and 4.00pm for all children attending our After-School club.
- The provision is limited and these spaces are allocated on a strict 'first come, first served' basis. We currently have provision to book online, in advance, for 30 children in both the breakfast and after-school clubs and for 30 children for INSET day clubs (when operating).
- The school has a discretionary number of places, which can be allocated after the online booking has been closed (i.e. 48 hours beforehand).
- The provision provides a balanced variety of hot and cold breakfast items including either milk, fruit juices or water to drink. Any food allergies/dietary requirements must be detailed on the registration form.
- Lunch will not be provided for INSET club days.
- If you need to get in touch with a member of Little John's staff during a club session, please call the team on 07460 103 169.
- If it is not essential that you receive a rapid response, you can also e-mail the club staff on [littlejohns@stjohnthebaptistprimary.co.uk](mailto:littlejohns@stjohnthebaptistprimary.co.uk). E-mails will be checked regularly when the school is open and aim to respond within two working days.
- Children should not bring in their own toys, games or any items of value onto the site. We are unable to accept responsibility for such items.

**Bookings**

- Bookings can be made up to 48 hours in advance on Arbor, our online booking system. If you need to book any ad hoc sessions within this 48 hour period, you need to contact the school office on 01329 800670 in the first instance, or Little Johns directly on 07460 103 169 during club session times. There is an additional cost of 50p per session for this service.
- A registration form must be completed in full for each child, providing contact names, telephone numbers, children's doctor, allergy information, and special requirements including learning, emotional and behaviour difficulties. The club must be notified immediately of any changes to these details by the completion of a new registration form, this includes changes to contact numbers. Children cannot be accepted in the club without a signed registration form.
- Arbor is able to accept bookings up to 48 hours in advance. Children must not turn up at the club unannounced as we may not be able to accommodate them due to staff to pupil ratios.
- There is a discount for those siblings attending the longer after school sessions, where each sibling is charged the discounted price of £11.50.
- Regular bookings: if your child/ren require the same sessions each week, the school office is able to pre-book these for you. Please complete the table in the registration form; these sessions will continue to be booked for the remainder of that academic year. If you wish these

to cease, please inform the Little John's team or the school office by completing a new registration form, this can be done at any time.

- Any booking is only confirmed once payment is received, this **must be received** by the 20<sup>th</sup> of the preceding month via the online booking system. Parents/carers are able to check their booked sessions directly on the Arbor session.

### **Payments**

- The charging table is shown above. Payments can only be accepted on the online booking system or by childcare voucher / HMRC Tax Free Childcare.
- If paying directly from your Tax Free HMRC account, please email [littlejohns@stjohnthebaptistprimary.co.uk](mailto:littlejohns@stjohnthebaptistprimary.co.uk) quoting the payment amount, date and reference used **before** the first payment is made as this information must be sent to HCC remittances department before the funds can be transferred to your Arbor account.
- If you are more than ten minutes late picking up your child at the end of their school day, but have not booked a place, we will ensure your child is safely placed in our after school club, there is a fee of £15.00 for this service. Payment must be made immediately on these occasions.
- It is the Parent / Carers responsibility to ensure that payment is made in advance and received by the 20<sup>th</sup> of the preceding month.
- If payment is not received by the requested date, acceptance to the club may be withdrawn, even if they are a regular member, so please ensure that you keep your payments up to date. We reserve the right to withdraw a place for your child/ren if payment is outstanding.
- There will be a 25% discount for sessions booked for children of staff members on a day where they are working.

### **Cancellations – Regular Bookings**

- All payments are non-refundable once the session has been booked, although sessions can be cancelled online up to 48 hours in advance, as provisions are prepared based on the number of places booked. Refunds / credits will not be given for non-attendance / cancellations unless there are exceptional circumstances. This decision will be made by the school.
- Sessions will not be refunded if notification is given at short notice, for example children who are sick or absent. If your child will not be attending a particular session that they are registered for, please inform the Little John's staff or the school office at your earliest convenience, payment will still be required unless cancelled 48 hours in advance.
- Cancelled sessions for the INSET day clubs will not be charged if seven days' notice is made.
- Refunds are not processed for under £10
- Any over payments will be transferred to other debts held by the pupil or their siblings in the first instance when they leave the school.

### **Cancellations – Non-regular and adhoc bookings**

- All payments are non-refundable. Refunds / credits will not be given for non-attendance / cancellations unless there are exceptional circumstances. This decision will be made by the school and is final.
- Sessions may be cancelled up to 48 hours in advance via Arbor without charge.

### **Dietary, medical, SEND and other needs**

- Medication can be administered in line with the school's 'Medicine in School' policy requiring parent / carers to complete a 'Request and Consent for the Administration of Medication in School' form available from the school website, Little John's team or the school office. It is the parent / carer's responsibility to ensure that all medication provided to the school has not exceeded its expiry date and is marked clearly with your child's name.

- It is the parent / carer's responsibility to disclose any special dietary, SEND, medical or other needs on the registration form. We try to provide food alternatives, however, please ensure your child is aware of what they can and cannot have.
- Children are not permitted to bring their own food to the sessions, however, we will endeavour to support children with any specific dietary requirement.
- SEND pupils will be required to complete a risk assessment before booking their first session. 1:1 support is not available at Little Johns; however, the school will endeavour to accommodate their requirements.

### **Withdrawing an offer of a place**

We reserve the right to withdraw an offer of a place in the following circumstances:

- Unacceptable behaviour resulting in injury, distress or disruption to adults or children at the provision.
- Where a child has not attended the provision for their allocated session for a period of two weeks and not informed the school to this effect.
- Where payments have not been received by the 20<sup>th</sup> of the preceding month, we reserve the right to cancel the booking with immediate effect.
- The school reserves the right to refuse entry to any participant at their discretion. There will be no appeal or refund of monies already paid.

### **Absences**

- If children due to attend the Breakfast club are to be absent, please let the Little John's team know by either contacting them on 07460 103 169 or e-mailing them on [littlejohns@stjohnthebaptistprimary.co.uk](mailto:littlejohns@stjohnthebaptistprimary.co.uk)

### **Dropping Off**

- Parent / carers must drop their child/ren off at the classroom door.
- You can drop your child/ren off from 7.30am for the Breakfast club. You will be charged for the whole session, even if you drop your child/ren off later.

### **Security**

- Children will not be permitted to leave the club unaccompanied at any time.
- No mobile phones will be permitted to be used by the children at any of our clubs.
- The security, health and well-being of our children are our first priority.

### **Photographs**

- At times, we may take photographs within the club. These images maybe used for newsletters, to promote the club, on our website, or on School social media etc. The consent form signed for school use will apply for all children attending our clubs.

### **First Aid/Accidents**

- It is important to realise that at times when children are playing "playground accidents" can happen. For this reason, we have staff that are qualified in administering first aid.
- Any minor accidents will be dealt with and recorded. The parent / carer will be informed when collecting children from school. In the rare event of a more serious accident, the appropriate action will be taken and the parent / carers will be informed immediately.

### **Illness**

- If children are ill during a session, the parent / carer will be contacted. If children suffer from an infection, or infectious illness the club will ask the parent / carers to collect the child immediately, with the understanding that children will only be accepted back at the club when they are fit to do so. Please note that 48hrs is the requested time off for sickness / stomach / diarrhea bugs, since the last episode. This action is necessary for the protection of other

children from infections and illness. The club need to be informed if children are not attending due to illness.

### **Child Protection/Safeguarding Children**

- We take our responsibility for child protection seriously. All staff are aware of child protection issues and recognise signs of abuse, as well as procedures for referring them to our Designated Safeguarding Leaders and Deputies, who will make the necessary referrals to the local authority.
- All school policies and procedures apply for all our extended school provision sessions, please see the policy section on our school website.

### **Emergency Closure**

- If the club is closed at short notice, due to very exceptional circumstances i.e. no heating, burst water pipes etc, a full refund will be given for the day/s the club is closed. We are unable to give refunds if the club is open and the parent / carers make the decision not to send their children. In the rare situation of an emergency closure, the school will contact the parent / carers in the normal way, therefore, please ensure that contact numbers are up to date on the registration forms and with the school.
- In adverse weather conditions please check on the school's website for opening information [www.stjohnthebaptistprimary.co.uk](http://www.stjohnthebaptistprimary.co.uk) or the Hampshire website [www.hants.gov.uk](http://www.hants.gov.uk). See above for information regarding refunds.

### **Data Protection**

- The personal data, which maybe held on paper or on a computer or other media, is subject to certain legal safeguards specified in the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (together referred to as the Data Protection Legislation). We keep data relating to your child in a school database and any information you share with Little Johns is shared with the school.

### **Equal Opportunities**

- The club is committed to equality of opportunity for all.
- We will encourage children to interact socially and to have access to a broad and balanced range of activities.
- We are committed to provide the appropriate support where necessary to ensure integration.
- We recognise all children as individuals with different needs.
- Inappropriate attitudes and behaviours will be dealt with sensitively.

### **Special Educational Needs and Disabilities (SEND)**

- We welcome participants with learning and physical needs where possible, staff to pupil ratios permitting, please check with the school office for more information before registering.
- The club is fully equipped to manage a wide range of physical abilities.
- Every effort is made to cater for those with special needs; where appropriate activities may be adapted.
- A risk assessment will be carried out with parent / carers and staff to ensure that we can safely manage the additional needs of children with SEND whilst also ensuring the safety of all who attend.

### **Complaints Procedure**

- If you have a problem with any aspect of the club, in the first instance talk to the club leader on duty who will do their best to resolve the issue.
- If this course of action does not resolve the issue or you feel it is not an appropriate course of action, please see the school website for our complaints policy.

