St John's CE Primary School

Breakfast Club (Early Birds)

and

After School Club

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Breakfast Club/Early Birds (EB) and

After School Club (ASC)

Ofsted Registration Number: 142735

St John's After School Club (ASC) and Early Birds (EB) aim to provide a safe, enjoyable and caring environment for children from 8.00 a.m. until school starts and from the end of the day until 5.30 p.m.

The Club is non-profit making and is open to all pupils from Foundation Stage 2 (FS2-Reception) – Year 6 at St John's CE Primary School.

This provision is committed to providing a quality service where children are safe and well cared for. We encourage the children to feel real ownership of the club and work hard to make it feel very different to the rest of their school day. The Club offers a range of engaging and enjoyable activities where children are free to suggest ideas and decide which activities to participate in.

Where do the clubs take place? Early Birds takes place in the School Halls on the School site. It opens at 8.00 a.m. and runs until school starts. Early Birds staff then ensure children are taken to their classroom doors just before they open. Our youngest children in FS2 and KS1 children are walked to their classes and handed over to a classroom adult. Help with bags is provided for any child that needs it.

The After School Club is also based in the School Halls and makes good use of the school grounds, including the outdoor areas.

What activities does the Club offer? The club is run by experienced playworkers and learning support assistants who try to reflect the ages, needs and interests of those attending by offering a combination of free play and structured activities. There is an option of a homework table for children who may wish to complete their homework at the end of the day – this is by choice. As with school, the club operates an open-door policy and welcomes any suggestions or supportive feedback. The club also works hard to reflect the childrens interests by offering a range of resources and activities.



At **Early Birds**, there are a range of games, craft and toys to engage with. Children are also offered a choice of cereals or toast when they arrive and are free to play.

The **After School Club** generally begins with an indoor/outdoor play session, weather permitting. Then, at approximately 4.15 p.m., a light meal is offered which could be spaghetti bolognaise, jacket potato, macaroni cheese or sandwiches. This is followed by activities and games. The activities may include: arts and crafts, cooking, Lego, board games and outdoor games. Our staff will always welcome suggestions for other activities.

What are the rules of the Club? The rules are on display within the Club and do reflect rules familiar to the children from their school experience. These are called our SHARE rules. These are formulated in a spirit of good fellowship and co-operation. They are agreed and discussed with the children attending the Club. These SHARE expectations are for everyone.

- S - Safe and sensible movement around the school
- H - Help, don't hurt, with your words and actions
- A - Adults are there to help, please listen
- R - Respect other people and their property
- E – Everyone is treated individually



Positive methods of guidance are used to encourage children to behave in a manner that allows the Club to be enjoyed by everyone.

Do I need to register my children? Yes, an application form needs to be filled in for each child before they can attend. Forms are available from the school office and the school website. These should be filled in and returned to the Early Bird and After School Club via the school office or emailed to afterschoolclub@stjohns.reading.sch.uk.

Children do not need to attend both clubs and they do not have to attend every day. You request which days and session you may need on the application form.

Waiting Lists Each day(Monday – Friday) will have its own waiting list and will have places offered from that list according to the criteria below.

PLEASE NOTE: children will remain on a specific day's list if the full requirement cannot be offered at the time i.e. if 5 days are requested, but only 2 can be offered:

1. Siblings on the waiting list who attend St John's, of children already at EB or ASC, requesting the same days as that sibling.
2. New Applications from children at St John's, given according to first come first served and availability of days.
3. New Applications from children at New Town Primary School, given according to first come first served and availability of days.

Allocation of a space Once a space has been allocated for your child, a Registration form will be sent home, confirming the days allocated (it may be that we cannot allocate all of your chosen days at the same time).

When do the clubs run? The EB and ASC club sessions are open on all school days, but do not open on days when the school is closed for school holidays. The club is also closed on Public holidays and Inset days. ASC club is also closed on the last day of term 2, term 4 and term 6.

Waiting list There is currently a waiting list for places. All children who have a place in either ASC or EB in July will automatically roll forward to the next academic year, unless a child is in Year 6 and leaving the school, or written notice is received.

Ad Hoc Spaces Ad hoc bookings are discouraged, as the Club is often full. If an ad hoc session is required, please email afterschoolclub@stjohns.reading.sch.uk or admin@stjohns.reading.sch.uk or phone 0118 9375540 if it is an emergency.

What are the fees? **Please Note: One month's written notice is required to terminate your child's place/s. Without this notice, the fees will still apply.**

Breakfast Club Session per child: £4.00 inclusive of breakfast – toast, cereals, juice or milk. Breakfast is only available from 8.00 a.m. – 8.20 a.m.

After School Club Session per child: £9.00 There is no reduction for part sessions taken. Sessions are charged for, irrespective of whether they are attended, (the only exception to this will be if a child is unable to use the After School Club due to them attending the residential trip). **Payments must be made by the 7th of each month for the current month. If payments are not made late payment fees will be charged and places in the Club may be removed**

Payments Payments should be made by online bank transfer, details as follows:

Account Name: St John's School
Sort Code 30-96-35
Account number: 86601263
Bank name: Lloyds Bank
Reference: (Child's name)
We also accept Childcare Vouchers from many providers.

If you work at least 16 hours per week you may be entitled to claim Working Tax Credit, which includes support for the costs of registered childcare. For more information and to check your eligibility, please visit GOV.UK at www.gov.uk/working-tax-credit or alternatively by phoning 0345 300 3900.

Late Collection Fee Fees for late collection from ASC are as follows: There is a late collection fee from 5.30 p.m. of £5.00 (£5.00 is then charged for every further 15 minutes late)

Late Payment Fee Fees for late payment are as follows: There is a late payment fee of £5.00 if a payment is received after the 7th of the month. This £5.00 will be added to the following months invoice. If payments are in arrears, further action will be taken.

Who runs the Club? The Club is overseen by senior leaders of St John's CE Primary School. The day to day running and organisation is carried out by a supervisor and a team of child care workers, playworkers and members of support staff (LSA's) from the primary school, all of whom are employed by the Trust (Oxford Dioscesan Schools Trust)

Cancellation of a place in After School Club or Early Birds Club Unfortunately, neither refunds nor credits can be given for any cancellation initiated by parents/carers in relation to pre-booked or ad-hoc sessions for Early birds or the After School Club. If a child does not attend a pre-booked session due to illness, holiday or other circumstances these will still be charged for.

Please note that one month's written notice is required to relinquish a space. Without this notice, your child's space will still be charged for, even if your child does not attend.

Illness or Accident Please note we cannot accept children who are unwell at the Club. Should your child become unwell during the session, a member of the club staff group will contact you via the information given on the child's registration form. We aim for all our staff to be trained in First Aid and they will administer the appropriate treatment. In the event of incidents of a more serious nature medical assistance will be sought and parents contacted immediately. A record of all accidents is kept.

Late Collection Please collect your child promptly at the end of a session. If you are unavoidably delayed please telephone the school office on **0118 9375540.** **A fine will be imposed for late collection and there is a procedure to safeguard the security of children whose parents do not arrive to collect them.**

How do I contact the Club? Please contact the school office on 0118 9375540 during the school day and whilst the club is running. It may be necessary for the staff member/supervisor to call you back. Alternatively emails can be sent to either afterschoolclub@stjohns.reading.sch.uk or admin@stjohns.reading.sch.uk although this is not the preferred way of communicating if a quick response is required i.e. not for emergencies. It is a good idea to store this number in your mobile phone so that you can quickly contact us in an emergency, for instance to let us know that you are unavoidably delayed and will be late to collect your child/ren.

Complaints Any complaints should in the first instance be addressed to the Headteacher, Ms. Parsons. The school will use its Complaints Procedures if the complaint continues to be unresolved.

Compliments Please feel free to send in any comments where you feel our club may have gone above and beyond.

