

BREAKFAST & AFTER SCHOOL CLUB

AMHERST SCHOOL (ACADEMY) TRUST



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ABOUT OUR CLUBS



OUR CLUBS

**our clubs
our aim**

Amherst Breakfast & After School Clubs are registered with Ofsted as part of the Amherst School (Academy) Trust registration (Registration No 136499).

Both clubs are run by Amherst School staff who have a strong work ethic, unrelenting resolve and patience, and a dedicated heart to make your child's attendance fun and safe.

The Breakfast and After School club is based in our Jubilee Building.



Our aim

We aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

OUR CLUBS (continue)

pledge
offer
provision
access
staff

Pledge to parents

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children.

We will:

Welcome you at all times to discuss our work or have a chat.

Keep you informed of opening times, fees and charges, programmes of activities, menus and procedures.

Be consistent and reliable to enable you to plan with confidence and peace of mind.

Listen to your views and concerns to ensure that we continue to meet your needs.

What we offer

The children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, together with outside games when weather permits. Children can of course enjoy quiet activities like reading or doing their homework!



What we provide

The Breakfast Club

We provide a range of cereal, toast, fruit and milk.

The After School Club

We provide a cold buffet style 'high-tea' at roughly 4.45 pm.

Fresh fruit/vegetables will be available for snacks.

Fresh drinking water is available at all times.

We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children.

Access

Parents are asked to come to the clubs via the children's entrance gate off the pavement. Access to the Jubilee Building is via the internal wooden gate, please press the buzzer to gain access. Please do not park in the staff car park.

Staffing

All of our staff have significant experience of working with children and are DBS checked.



If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child.

TERMS AND CONDITIONS



TERMS AND CONDITIONS

admission
payment

Admission

The After School Club provides after school care for children attending Amherst School. Admission to the club is organised by the school office and we use a waiting list system when the need arises.

We require a completed booking form (found on the school's website) for your child before they can attend the club. This information will be treated as confidential and will be stored in accordance with GDPR.

Once a booking form is received, if space is available you will be offered a place and the sessions will be booked via School Gateway - our payment platform.

Once a place has been offered we ask for a timely response.

Payment of fees

The current fees are -

Breakfast Club: £7.00 per child per session (September 2024)

After School Club: £16.00 per child per session (September 2024)

* Prices subject to review annually in May



- It is required that you book all sessions allocated to your child for the full length of the term.
- We can unfortunately not accommodate ad hoc bookings.
- There is no reduction in fees if a child is attending another after school club e.g. chess or if a parent collects a child from After School Club before 6.00pm.
- Fees are payable termly in advance via School Gateway or childcare vouchers.
- Payment must be received by the start of each term.
- If you are in receipt of childcare vouchers, please contact the school office for the School's Childcare Voucher reference details for your provider.
- The price per session per child applies to all children.
- This is payable for all booked sessions including when your child is absent through illness, or on holiday (regardless of the amount of notice given). We are unable to refund missed sessions.
- We do not charge for bank holidays and professional training days (INSET), clubs are not open on these days.
- Please ensure that fees are paid promptly. Non-payment for more than two weeks may result in your place being terminated.

If you are having difficulty paying fees, please speak in confidence to the Business Manager or Head Teacher.

TERMS AND CONDITIONS (continue)

changes
absence

Reporting absence

Please remember that we need to know if your child will not be attending the After School Club (for any reason e.g. going home with a friend). When you complete the school's online absence form please tick the box to inform the After School Club.

Also, please remember to tell us if your child's arrangements in other clubs, changes.

If your child does not attend a booked session, we treat them as a 'missing child' unless you have notified us of their absence. We are grateful for you keeping us informed of any alternative arrangements.

If you know in advance of any days when your child will not be attending club please inform the school office.

Arrivals and departures

For Breakfast Club, the arrangements are as follows:

- The club will open at **7.30am** each morning. (no earlier)
- Children should come to the clubs via green metal gate beyond the black metal pedestrian gate — the normal school entrance for children.
- Please press the buzzer (clubs) to gain access to the Jubilee Building.



For After School Club, the arrangements are as follows:

- If your child is not attending After School Club on a specific day (due to a play date or other reason), **you must inform the school** office beforehand.
- Children will be dismissed from their classrooms and make their own way to the After School Club. If they are attending another Amherst Club they must register at After School Club first.
- A register is taken when children arrive in our care and you must sign out your child each day when you collect them.
- We expect that your child will normally be collected by the people you have named on the booking form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.
- The after school club finishes promptly at **6.00pm**. (no later please). Please see Breakfast Club arrangement (above) to know how to collect children from the Jubilee Building.
- If you are delayed for any reason please telephone the School Office to let us know.
- A late payment fee of £10.00 per 15 minutes will be charged if you collect your child after 6.00pm.

If collection of your child is repeatedly late then you will be asked to find alternative childcare that better suits your needs.

TERMS AND CONDITIONS_(continue)

**changes
child protection
policies
needs**

Changes to days and cancelling your place

If you need to permanently change the days that your child attends, please contact the School Office.

You must give us 4 weeks' notice of termination or of changes in attendance. Please note that we do require full payment **during the notice period**.



Child protection

The protection of your child is of paramount importance to us and we will do our utmost to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained.

For more details see our Safeguarding Policy.

Equal opportunities

Our Club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.

We will challenge inappropriate attitudes and practices.

We will not tolerate any form of racial harassment.



Special needs

We make every effort to accommodate and welcome any child with special needs.

We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavor to accommodate all children of all abilities, whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

For more details on equal opportunities and special needs, see our Equalities Policy.

BOOKING and PAYMENT



BOOKINGS and PAYMENTS



**bookings
payments**

The office will do the bookings for your child and ask you to check these against the days agreed in advance.

Please note that **all the sessions** will be booked for the full length of the term.

Payment in advance

- Clubs must be paid for termly in advance either online or with childcare vouchers.
- Sessions booked cannot be cancelled and refunds cannot be given for non-attendance.
- This is in line with our terms and conditions of booking termly in advance.

If you pay via Childcare Vouchers please notify the school.

When the vouchers are paid to the school we will credit the voucher payment to the sessions booked in your child's name.

If you have any queries, please contact the school office who will be happy to help.



GENERAL INFORMATION



GENERAL INFORMATION

behaviour
Illness
accidents

Behaviour (children)

We have a clear Behaviour Management Policy and the Club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities

The Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. We will try to be flexible in order to accommodate such cases.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Club straightaway. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club.

Behaviour (adults)

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at The Club we will contact you and ask you to make arrangements for them to be collected.

Please inform the School Office of any infectious illness your child contracts. If your child has had sickness or diarrhea please do not send him or her to the Club 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 the Club is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child.



Medication

Please let the School Office know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Club you will need to complete a Permission to Administer Medication Form in advance, which is available from the School Office.



Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Club Leader, or any other member of staff.

Verbal complaints will be brought to the next staff meeting for discussion and action.

All written complaints will be acknowledged within five working days of receipt and a full written response will be given within 20 school days of the date of receipt of the complaint.

Contact information

Amherst School	Ofsted
01732 452577 Email – office@amherst.kent.sch.uk	Ofsted Unique Reference No: 136499 Piccadilly Gate Store Street Manchester M1 2WD Tel: 0300 123 1231