



Uffington Church of England Primary School

Breakfast and After School Club Information

Uffington Church of England Primary School – Breakfast and After School Club

Uffington Primary School's Breakfast and After School Club is committed to working in partnership with parents and carers to provide safe, stimulating, and enjoyable childcare for children who attend Uffington Church of England Primary School

The club is run by suitably qualified staff who are employed by Lincolnshire County Council. Overall management of the club is by the Headteacher of the school.

The Breakfast and After School Club follows the school's policies and procedures; these are available on the school website or from the office on request.

Location

Breakfast and After School Club is held in the school mobile. The club also has access to the school's facilities, such as the playground, field, and other classroom spaces.

Bookings

Initially a registration and agreement form must be completed indicating the required days and times. The Microsoft form can be found on the school website.

Regular bookings

Families requiring the same sessions each week can request regular bookings. Once these have been agreed with the school, the sessions will be added to ParentPay in advance.

Regular bookings remain in place unless the school is notified of a change. One month's written notice is required to cancel or permanently reduce regular bookings. Sessions remain chargeable during this notice period.

Additional and occasional bookings

We are happy to accept additional or occasional bookings, subject to places being available.

Requests for additional sessions for the following week must be emailed to the school office at enquiries@uffingtonprimary.co.uk by the end of the day on Wednesday.

The school will confirm on Thursday morning whether a place is available. Once confirmed, the session will be added to ParentPay for payment.

This booking deadline enables us to organise appropriate staffing, prepare registers, complete the necessary administration and order the correct amount of food and snacks.

Last-minute bookings

We will not generally be able to accommodate last-minute requests, such as requests made on the day a place is required or for Breakfast Club the following morning.

We recognise that exceptional circumstances may occasionally arise and, where possible, we will always try to support families. However, last-minute places cannot be guaranteed.

All places are subject to availability.

Opening times

Breakfast and After School Club is offered during term times only. The Breakfast and After School Club will be closed on teacher training days and in the case of any emergency school closure.

Breakfast Club is open from 7:45am to 8:45am. Breakfast is served between 7:50am and 8:10am. Children are then taken to their classes at 8:45am.

After School Club runs from 3:15pm until 5:30pm. A snack provided by our school staff is served to the children at approximately 4:00pm.

The club closes at 5:30pm and children must be collected by this time.

Fees and Payment

Breakfast club - £6.00 (inc. breakfast)

After School Club - £10.00 till 5:30pm (inc. snack)

Booked sessions will be added to ParentPay.

All sessions must be paid for before the week in which your child attends. For additional or occasional bookings requested by the Wednesday deadline, payment must therefore be made by the end of the weekend once the booking has been confirmed and added to ParentPay.

Families with regular bookings are welcome to pay further in advance if they wish.

We are also able to accept childcare vouchers as payment; our registration number is 925/3070. If you intend to pay using childcare vouchers, please inform the school office so that payments can be correctly allocated.

Cancellations and Changes to Regular Bookings

No refunds will normally be given for booked sessions that a child does not attend, other than in exceptional circumstances and at the discretion of the Headteacher.

One month's written notice is required to cancel or permanently reduce a regular booking. Booked sessions remain chargeable throughout the notice period, even if the child does not attend.

Fees are reviewed annually. Parents will be given at least 28 days' notice of any changes.

Late Collection

Children must be collected from After School Club by 5:30pm.

A charge of £5.00 for every additional 15 minutes will be made for late collection.

Frequent late collection may result in a child's place being withdrawn.

Who can attend?

The club is open to all children from Reception to Year 6 that attend Uffington Church of England Primary School. Places are subject to availability. Where demand is greater than the number of places available, a waiting list will be operated.

Our admissions policy gives priority in the following order:

1. Staff members' children
2. Siblings of those already attending the club wanting places
3. Current regular part-time places wanting additional sessions
4. New full-time places
5. New part-time places
5. Occasional bookings

What happens at the Club?

Breakfast Club

7:45am onwards – Children arrive and are registered. Free-play activities including puzzles, games and other activities are available.

7:50am–8:10am – Breakfast is served.

8:40am – Tidy up.

8:45am – Children are taken to their classes.

After School Club

3:15pm – Children are collected from class, registered and escorted to the designated club area.

Children have access to indoor and supervised outdoor free play.

Approximately 4:00pm – Snack time.

Activities and free play continue until collection.

5:30pm – Latest collection time.

Activities

We offer a varied programme of activities including:

- arts and crafts;
- costumes and role play;
- construction activities, including Lego;
- games;
- indoor and outdoor physical play;
- den building;
- reading and quiet activities;
- gardening; and
- themed and creative activities.

Organised activities will be available, but the emphasis is on providing a relaxed environment with opportunities for child-centred and self-directed play.

Food

We aim to provide a variety of healthy and nutritionally balanced food.

Breakfast

Cereals (Weetabix, Muesli, Rice Krispies etc) Not chocolate or sugar-coated cereals
Toast, Fruit,
Milk and Water

After school (this is designed to be a snack and not a full meal)

Pitta bread, wraps, sandwiches, rolls
Fruit - fresh and dried
Vegetables
Cheese
Water

Please ensure that the school is kept fully informed of any allergies, intolerances or other dietary requirements.

Contact and medical information

The club uses the school's records for parental contact details, authorised collection information and children's medical information.

Parents and carers are responsible for ensuring that these details are kept up to date with the main school office.

The school's policies relating to medication and illness also apply to Breakfast and After School Club.

Behaviour

We expect children attending Breakfast and After School Club to follow the same high standards of behaviour expected throughout the school day.

The school's Behaviour Policy applies during all Breakfast and After School Club sessions. Serious or persistent breaches of the Behaviour Policy may result in a child's place being withdrawn.

Complaints

We hope that families will be happy with the service we provide. Should you wish to raise a concern or make a complaint, please contact the school in the first instance. A copy of the school's Complaints Policy is available on the school website.

This information booklet acts as the terms and conditions for requesting and accepting a place at the Uffington Church of England Breakfast and After School Club.