

**Amblecote Primary School**  
**Breakfast & After School Clubs**

Here at Amblecote Primary School we provide a Breakfast & After School Club for working parents with children aged between 4 to 11 years.

This is situated in the main school hall.

**Opening hours**

Breakfast club is open every school morning from **7:45am**.

We offer an 'Early Arrival' from 7.30am-7.45am and this is at an additional cost of £2.00 per day.

The After School Club is open every school day.

Monday – Thursday            3.15pm – 6.00pm

Friday                            3.15pm - 4.30pm

We offer a 'Late pick up' on Fridays from 4.30pm-4.45pm and this is at an additional cost of £2.00 per child. (Emergency ONLY).

**Fees**

All fees must be paid in advance on a weekly/monthly basis.

**Breakfast Club:**

1<sup>st</sup> Session £4.50 per session per child from 7.45am

2<sup>nd</sup> Session £2.50 per session per child from 8.15am (any earlier arrivals will be charged at 1<sup>st</sup> session rate).

**After school club:**

Session from 3.15 – 4.30pm   £6.00

Session from 4.15 – 6.00pm   £6.00 (to cover children coming to After School Club after taking part in sporting activity or 1:1 tuition etc.)

Session from 3.15 – 6.00pm   £8.50 Total

**\*Please note:** All fees are subject to change.

Second and subsequent siblings will have a reduction of £1.00 on the above fees.

Short notice or emergency cover can be arranged providing there is space available.

**Holding Fee**

£4.00 per session (After school club only).

The holding fee for your child/children's place will be charged if your child attends an extra-curricular club e.g. fitness stars, choir etc. If your child does not attend club after extra-curricular club has ended.

Mrs Tracey Cutler our club coordinator, deals with the administration and collects fees, which are payable at the beginning of each week/month. Please let us know of any changes to your requirements, such as extra sessions, absences as soon as possible.

**\*Please note:** All absences will be charged at full price, including illness.

If your child is absent for 2 weeks or more without notification your child's place will automatically be given to a child on the waiting list.

### **Priority policy**

1. Siblings
2. Children who need to attend 5 mornings/5 afternoons.
3. Less than 5 mornings/5 afternoons that attend **REGULAR** set days.
4. As and when sessions **IF** places are available.

### **How the clubs work**

The emphasis is on play and leisure rather than education but there is an opportunity to look at reading/homework as well.

### **Facilities**

- Use of main school hall
- Use of school field
- Use of playgrounds
- Use of classrooms
- School toilets available

### **Club Routine**

Breakfast Club:

- **7:30am**~ club opens
- **7.30am-8:25am**~ breakfast is served
- **8:45am**~ children are taken to their classroom

### **Breakfast**

We offer a choice of cereals, toast, pastries (occasional) and fresh fruit. Sugar free squash, milk and water is also available.

After School Club:

- **3.15pm – 3.30pm** welcome children, register, offer snack and drinks
- **3.30pm – 4.45pm** free choice of activities
- **4.45pm** tidy up time
- **5.00pm – 5.15pm** offer toast and drinks
- **5.15pm-6.00pm** free choice of activities

### **Snacks and drinks**

We offer a choice of biscuits, fresh fruit and toast. Sugar free squash, milk and water is also available.

### **Activities**

There are a wide range of activities for your child to access at the out of school clubs. There are a selection of puzzles and board games and different craft activities. The children can also use the school Chrome books for homework and leisure. There is also an opportunity for the children to play outside (After school club) on the school field or on the playgrounds. We provide a variety of sports equipment to promote physical development.

### **Breakfast club drop off point**

Parents are to accompany their child/children up the school driveway to the external hall door. Please ring the bell & a member of staff will welcome your child/children.

### **After school club collection procedure**

Please phone 07562168300 (club mobile) on your arrival and we will meet you in the main school reception area with your child/children.

Each child MUST be collected from the club by a parent, or a person authorised by the parent/carer on the registration form. If someone else comes to collect the child, parents MUST send in written permission in advance otherwise the child will not be allowed to leave with them. We must have a password for all children.

The signing out register must be signed when a child is collected from the club and the time will be noted.

If a child is booked into a session and fails to arrive, checks WILL be made with the parents/carers to locate where the child is. Please notify clubs if your child is attending an extra-curricular club.

All children must be collected by 6.00pm, 4.45pm on Fridays. Failure to do so will incur a charge of £30.00.

## **Amblecote Primary School** **Aims and Objectives**

Our aims are:

- To provide 'Out of School Care' in a safe and secure environment for the children of working parents.
- To provide a variety of stimulating and exciting play opportunities for the children in a group situation.

To achieve our aims:

- We will hold club sessions every day.
- We will regularly clean and inspect the premises and equipment used.
- We will ensure that there is a qualified first aider on the premises at all times.
- We will implement regular fire drills and ensure that all staff and children are aware and familiar with the procedure.
- We will encourage the children to be independent, to experiment, to be creative and to develop self-discipline and acceptable behaviour.

## Members of staff

Name: Tracey Cutler

Role: Manager

Qualifications: NVQ Level 3 in Playwork

NCFE Classroom Assistant Stage 2

Paediatrics First Aid

Safeguarding/Child Protection

Basic Food Hygiene

Take 5 for Play

Name: Karen Pardoe

Role: Deputy Manager

Qualifications: NVQ Level 3 in Playwork

Paediatrics First Aid

Safeguarding/Child Protection

Basic Food Hygiene

Take 5 for Play

Name: Samantha Redding

Role: Play Assistant

Qualifications: TQUK Level 2 Certificate in Special Educational Needs & Disability (RQF)

BA Honours (Science)

First Aid

Safeguarding/Child Protection

Basic Food Hygiene

Name: Nicola Taylor

Role: Play Assistant

Qualifications: BTEC Level 3 National Diploma in Nursery Nursing

Paediatric First Aid

Safeguarding/Child Protection

Basic Food Hygiene

### Registered person

Mrs J Cook – Head Teacher

Amblecote Primary School

School Drive,

Amblecote,

Stourbridge,

West Midlands,

DY8 4DQ

School Ofsted Registration Number: **103806**

Please feel free to talk to any member of staff if you have any problems or concerns about your child or if there is anything you feel we should know.

### **Contacts for the Out of School Club**

Main school telephone number: 01384 906535

Mobile telephone number: 07562168300

E Mail: [tcutler@amblecote.dudley.sch.uk](mailto:tcutler@amblecote.dudley.sch.uk)

[kpardoe@amblecote.dudley.sch.uk](mailto:kpardoe@amblecote.dudley.sch.uk)

We also use The Class Dojo App to share information and communicate with parents.

### **Policies for the Out of School Club**

Access to the Out of School Club policies can be found on the school website. The Whole school policies are available on request.

## **Safeguarding**

Amblecote Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent, effective safeguarding procedures are in place to support families, children and staff at school. To ensure prompt communication between staff, we use CPOMS; an online system that allow us to monitor safeguarding, well-being and pastoral issues. This enables swift communication between all parties in a secure way.

### **School Safeguarding Team**

If you want to know more about our procedures or have a concern, please speak to one of the following:

- Designated Safeguarding Lead (DSL): Mrs Jane Cook (Head Teacher)

Deputy Designated Safeguarding Leads (DSL) at Amblecote Primary School are:

- Mrs M Pickett
- Mrs A Price
- Miss J Carelss
- Mrs G Dunckley
- Mrs J Sparrow
- Miss H O'Connor

The Safeguarding Team attend termly update meetings and regular training in all aspects of Safeguarding, including Prevent, Domestic Abuse, Neglect and Early Help and where applicable Safer Recruitment.

Every other member of staff in school including Teachers, Teaching Assistants, Lunch Time Supervisors, Site Team, Governors and the Office Team have achieved Level 1 Safeguarding Training as a minimum, with many team members having furthered their training in other aspects of safeguarding children.

### **SAFEGUARDING AT AMBLECOTE – it's everyone's responsibility.**

If any parents, families or visitors have concerns about the welfare or safety of any children from Amblecote Primary School, please contact any of our Safeguarding leaders without delay or the children's services referral and advice service on 0300 555 0050 during office hours (9am – 5pm), contact the Emergency Duty Team on 0300 555 8574 (out of hours).