



# Moorside Primary School and Nursery Buddies Breakfast & After School Club Policy 2024 - 2026

Date:	Review Date:	Coordinator:	Nominated Governor:	
September 2024	September 2026	Mrs J Pawley	Mr C Lea	
Headteacher:		Mrs C Rowett	Date:	09/07/2024
Chair of Governors:		Mr C Lea	Date:	09/07/2024

## Opening Times

Our opening times are:

Breakfast: 7.45am until school starts (Monday to Friday).

After School: 3.15pm till 5.30pm (Monday to Thursday only), 3.15pm till 5.00pm on a Friday.

Bookings may be taken until 6.00pm (Monday to Thursday only), but only if booked in advance by 12.00pm on the Friday **before** the week it is required. There will be no after school Buddies on the last day of each term.

## Registration

Only children that are registered at Moorside Primary School and Nursery are able to attend our Buddies Breakfast and After School Club. Details held by school will be used for contact details for yourself or any emergency contacts, plus any medical or SEN needs. Please ensure that school is updated with any changes to any of these. At all times, admission to Buddies is subject to the Headteacher's discretion and appropriate staffing numbers.

## Booking Form

To ensure that your child has a place in Moorside Buddies, a booking form must be completed for each week (or month) in advance. **If we do not receive a booking form, your child's sessions will not be 'assumed' and carried forward.** The latest a booking will be taken if you require your child(ren) to stay until 6pm is by **12.00pm on the Friday before the week it is required**. Last minute/same day bookings may be taken for the other times (either to 4.30pm or 5.30pm) if spaces and staffing allow.

## Fees

Fees are £4.50 for a breakfast session (including food), £4.00 for an after-school session to 4:30pm (drink (unlimited) and a biscuit), £9.50 for an after-school session to 5.30pm (drink (unlimited), biscuit, snack and fruit) and £11.50 for an after-school session to 6.00pm (drink (unlimited), biscuit, snack and fruit). On a Friday it will be £6.00 if you wish your child to stay to 5.00pm (drink (unlimited) and a biscuit). **If your child(ren) attend a free after school club first before being taken to Buddies, the Buddies place must still be paid for in full as we cannot offer the Buddies place to another child.** Payments are made via the school's online payment system – ParentPay or by childcare vouchers. We ask that accounts are settled by the 10<sup>th</sup> day of each month. If you would like to check which childcare vouchers we accept, please contact the school office.

## Cancellations

24 hours-notice must be given if you no longer require a session or if you wish to collect at an earlier time (unless a child is ill). If the required notice is not received and children do not attend or are collected earlier, the full booking charge will still apply. Any changes to your booking must be made by email to [admin@moorside-pri.n-yorks.sch.uk](mailto:admin@moorside-pri.n-yorks.sch.uk) so we have a written record of your request. Verbal changes will not be accepted.

### **Arriving at the Club**

We cannot accept responsibility for your children until a responsible person has brought them in to the club and `handed them over to staff`. You will be asked to sign your child(ren) in.

### **Special Needs**

Only children that are registered at Moorside Primary School and Nursery are able to attend our Buddies Club. Children with Special Education Needs are able to attend our Buddies Club but their individual needs and staffing levels will be assessed beforehand. We try and ensure that every child is included and cared for on an individual basis.

### **Behaviour**

Moorside Primary School and Nursery's Behaviour Policy is followed at all times. If your child repeatedly refuses to behave well at our Buddies Club, their place may be withdrawn.

### **Bullying**

Moorside Primary School and Nursery's Anti-bullying Policy is followed at all times. We do not tolerate bullying in any form. Children are encouraged to discuss their difficulties openly, and to remedy the problem, and to apologise to the appropriate person. Children and parents are asked to inform staff of any incident which may make them feel uncomfortable or intimidated as soon as it happens.

### **Child Protection - Confidentiality is Maintained at all Times**

The member of staff with designated responsibility for child protection is Mrs S Price, PSA.

### **Illness and Medicine**

If your child is taken ill whilst attending the club we will settle them in a quiet area where they can be kept under quiet observation. If their symptoms are more serious or become worse we will contact you immediately. All medication must be given to a member of staff and a medication sheet completed. Moorside Primary School and Nursery's Administering Medicines Policy is followed at all times.

### **Food**

In the morning a healthy breakfast will be provided. In the after-school session to 5.30pm or 6.00pm, a healthy afternoon snack and drink will be offered each day. When the children are eating with us we encourage good table manners. Please advise us if your child has any allergies or food intolerances.

### **Activities**

We provide a wide range of activities for the children to encourage all types of play. We are keen to promote both indoor and outdoor play; if the weather is too bad for us to play outside we do have access to the school hall. Please send your child with the appropriate clothing for the time of year. During the summer months, please ensure your child arrives in the morning with a good application of sunscreen, minimum factor of 30 SPF. Please don't forget to send a sun hat!

### **Collecting from the Club**

When you collect your children from the club, you must sign them out in the register and enter the time you have collected them. You must inform us if anyone different is collecting your child(ren). **All children must be picked up by 5.30pm or 6.00pm (depending on your booking). A late pick-up fee of £10.00 will be charged if children are not collected by the required time.**

**Please note it is the policy of the club that parents and children are not allowed to return to classrooms under any circumstances to collect forgotten belongings.**