

# Newington Green Primary School



## Afterschool and Breakfast Club Home Agreement September 2017

**Spaces may need to be limited in There are a limited number of places available in the breakfast and after school club and therefore future growth of the provision. We will run a waiting list for the provision, on a first come, first served basis (sibling priority).**

### **Newington Green Clubs' Responsibilities:**

Newington Green Primary School Afterschool Club and Breakfast Club are friendly, fun environments.

Our aims are:

- to provide a high quality of care
- to offer children an exciting range of activities with lots of choice
- to offer a safe place to play
- to offer children and their parents a service that promotes equality and inclusion and values diversity
- to give your children healthy and nutritious food

### **Contact Details**

Contact details for bookings, including flexible places are as follows:

[caroline.gartan@newingtongreen.islington.sch.uk](mailto:caroline.gartan@newingtongreen.islington.sch.uk)

Breakfast and after school club mobile: **07464 490170**

Caroline's hours of contact (during term time) are:

Mondays, and Tuesdays. 1.30-7.00pm

Wednesday to Friday 10.00-7.00pm

### **Breakfast Club**

Children are eligible for a place at Breakfast Club if they are a Newington Green pupil registered in Reception class upwards.

Breakfast Club runs Monday to Friday between 7.30am and 8:55am. Children must be accompanied into the school hall and handed over to the staff from 7.30am onwards where they will have breakfast and a chance to chat to their friends, read, play games and do their homework before going to their classrooms. Breakfast finishes serving at 8.30am.

### **Afterschool Club**

Children are eligible for a place at After School Club if they are a Newington Green pupil registered in Reception however the Board of Governors have agreed that a maximum of five (5) places may be allocated on a first come, first serve basis to children attending Apple Nursery class.

Afterschool Club runs Monday to Friday from the end of the school day until 7.00pm. At the end of the school day children will be escorted from their classrooms to the hall and be signed into After School Club by the staff member accompanying them. Children will have the opportunity to take part in a range of activities and a light supper is served at 4pm.

### **Parents' Responsibilities:**

- By joining Newington Green Clubs, you agree to collect your child/ren on time. You will need to sign the signing-out book when you collect your child/ren.
- To ensure that we can contact you in case of emergency and to inform us of any changes of address, contact numbers, etc.
- To inform us of any changes in your child/ren's medical information or allergy changes as soon as possible.

- To follow all policies set out by the school, including payments.

## Charging Policy

### **Registration**

All parents/carers who wish for their child to attend either Breakfast Club or After School Club should complete a registration form in **July of each academic year in preparation for September** and sign to confirm that they have read and understood this agreement.

### **Bookings**

Please complete and return the registration form to book spaces for your first half term. Bookings can be made for a full academic year if parents desire. Bookings for Newington Green Clubs are binding for half a term e.g. if you book a Tuesday place for After School Club for your child/ren, this will be booked for every Tuesday for the half term. The reason for the need to sign up for a half term is related to the London Borough of Islington's ratio requirements, where legally we have to have one member of staff for every eight children eight years old or under and one member of staff for every fifteen children over eight years old.

If you have booked for a year, we will therefore need half a terms notice to remove your child from the clubs. For future bookings, at either Breakfast or After School club, parents must email Caroline Gartan and be made for a half term at least 2 weeks in advance.

Breakfast Club is a one off charge of £16.25.

Parents are asked to inform the After School Club by 3pm via the after school club mobile, if their child/ren is not attending that day's session to avoid staff searching for a child.

### **Charges**

The cost of Breakfast Club is a flat fee charge of £16.25 per child per week regardless of the number of sessions a child attends in a week.

Each After School Club session costs £13.25 per evening per child.

### **Payments**

Parents can choose whether to pay for a whole half term/term/year in advance or a week before the half term starts, or they can pay weekly, or monthly however payment must be made at least a week in advance of their child's first attendance increasing to 4 weekly in advance. Payments can be made online on [Schoolmoney.co.uk](http://Schoolmoney.co.uk). Once registered, Caroline Gartan will issue access to [Schoolmoney.co.uk](http://Schoolmoney.co.uk) via an email confirmation.

Parents wishing to make payments using childcare vouchers can do so through Caroline Gartan.

If payment is not received a week in advance, Caroline Gartan will contact parents to request payment. If payments are not settled within 2 school days, parents will forfeit their child's place for the half term with immediate effect, until payment is received. You will be informed immediately by phone and letter at this point. If late payment occurs on two occasions in a school year, your child will not be eligible for a place within that school year.

If late payment is not received within 28 days, we would then forward your account to a debt collection agency to recover the debts.

### **Information on support with childcare costs**

#### **HMRC Tax-free childcare:**

**Is a new government initiative being rolled out to the youngest children from April 2017 to help working parents with the cost of their childcare and will eventually replace the current childcare voucher systems.**

For more information visit [www.childcare-support.tax.service.gov.uk](http://www.childcare-support.tax.service.gov.uk)

In addition [www.childcarechoices.hmrc.gov.uk](http://www.childcarechoices.hmrc.gov.uk) is a website designed to help you work out which system may be the most beneficial to you.

### **Childcare vouchers**

Your employer may be able to help you with childcare costs using childcare vouchers. You do not pay tax and National Insurance on childcare vouchers and can claim up to £55 a week from childcare vouchers, depending on how much you earn and when you joined the scheme.

**Working Tax Credits:** Eligibility depends on your age and how many hours of paid work you do a week. Your income and circumstances will also affect how much you get.

The basic amount of Working Tax Credit is up to £1,960 a year - you could get more (or less) depending on your circumstances and income for example; you pay for approved childcare up to £122.50 (1 child) or £210 (2 or more children) a week.

Use the tax credits online eligibility checker at [www.gov.uk](http://www.gov.uk) to check if you qualify.

### **London Borough of Islington**

Childcare bursaries are available for parents starting employment – to check whether you are eligible to apply contact the Family Information Service at [www.islington.gov.uk](http://www.islington.gov.uk)

Parents are advised to contact the Family Information Service (FIS): Tel. 020 7527 5959 / [fis@islington.gov.uk](mailto:fis@islington.gov.uk) or look on the FIS website for information about help with the costs of childcare [www.islington.gov.uk/fis](http://www.islington.gov.uk/fis), such as childcare vouchers from their employers or childcare element of working tax credits/universal credit. Also FIS can tell parents about the Islington childcare bursary (available until March 2017 subject to review), which is short-term help with childcare costs for low-income families moving into employment.

### **Responsibility for payment**

The responsibility for payment of fees, charges and penalties lies at all times with the person who has made the booking. Failure by the Breakfast/After School Club to make a written or verbal request for payment of fees does not constitute an excuse or reason for late or non-payment.

### **Penalty Charges**

In line with Newington Green's Late Collection Policy, on the first occasion when a child is not collected by 7.00pm, you will be charged a one-off payment of £3 per child.

For every subsequent time when a child is not collected by 7:00pm, you will be charged £3.00 per 10 minutes, per child. For example, if you pick up your child at 7:30 pm, you are 30 minutes late and this will cost you £9.00 per child.

All occurrences of late collection are recorded and persistent late collection may be reported to Children's Social Care as a safeguarding concern.

School clocks, which are all satellite driven, will be used to determine the cost. Frequent late collection will mean that your child may forfeit their place.

Any child/ren left for more than 30 minutes without any notification from parents will result in Children's Social Care and/or the police being contacted.

### **Non- exceptions to the payment**

If parents choose to take their child/ren on holiday during term time in breach of the school policy, they will still be expected to pay full price for the sessions their child/ren would miss, as their place will be kept for them. This is due to necessary staffing costs to hold the place.

If a child is absent from school due to illness, parents will be expected to pay full price for the sessions their child would miss as their place will still be kept for them. This is due to necessary staffing costs to hold the place.

### **Exceptions to the payment**

If the school is closed for any reason, e.g. enforced snow closure, there will be no charge to parents and their places will be kept for them.

If your child/ren is absent from school on a school residential visit for longer than one day, there will be no charge to parents and their places will be kept for them.

***\*All queries regarding payments and debts must be referred to Caroline Gartan.***

### **Occasional Places**

Provided your child is registered for after school club provision in July of each academic year and dependent on availability, parents may book an 'occasional place' for your child to attend an after school club session; e.g. an appointment you need to attend or you work freelance etc. Occasional places are subject to daily availability but can be booked in advance if there is availability. Bookings are via Caroline Gartan directly. Payment for an 'occasional place' must be made either in advance or within 24 hours of the place being used.

### **Quality**

Newington Green Primary School's Governing Body undertakes to review information on the quality, take up and policies relating to the provision every six months. Parents will be consulted and updated of any changes.

## **Behaviour**

All children at Breakfast and After School Club will be expected to follow Newington Green's Behaviour Policy. Key details of the policy relevant to the clubs are set out below and the full policy can be provided on request (or downloaded from the school website).

### **School Expectations:**

Newington Green Primary School uses the system of 'Green Expectations'.

The expectations are designed to focus on positive action rather than what children should not do. The expectations are agreed actions so that there is consistency and fairness in all areas of school life.

However, as an inclusive school we recognise that all children are individuals with specific needs. Therefore, within this consistent approach is an element of flexibility to address the needs of specific children. The 'Green Expectations' are displayed in all classrooms, the halls and in both playgrounds. **Everyone** is responsible for behaviour of **all** children and adults should reinforce the rules whenever appropriate.

## **Green Expectations:**

### **Aiming high.**

1. Learn to the best of your ability

### **Doing our best.**

2. Listen respectfully
3. Try, try again

### **Caring for each other.**

4. Be kind, helpful and gentle
5. Be honest and responsible
6. Stay safe and care for people and property

### **Our community's responsibilities:**

- We are all responsible for 'facilitating the learning of all children':

The school aims:

- To provide a safe and happy environment for learning.
- To provide a challenging and engaging curriculum.  
To ensure we value and celebrate children's learning and behaviour  
To understand the needs of all children and to respond appropriately
- We will treat all children fairly and consistently.
- We will communicate with each other (TA, teacher, SLT, parent) to help support children's learning and behavioural needs.
- We will actively teach children to make positive choices.
- We will give all children the chance of a new start throughout the session.
- We will celebrate success.
- We will maintain, support and promote the high expectations we have of children's behaviour and learning.
- We will make time to listen to children.
- We will use language that supports positive behaviour (choices) rather than judgmental language.

### **How it works in Breakfast (BC) and After School Club (ASC):**

Children begin each session on Green. Whatever colour children are on in BC is not transferred to class. Children always start BC or ASC on green.

'Green time' will be a special reward discussed with the children each week, for example an activity they would like to do. There will be a weekly draw, as in school for all pupils who have not been on red or purple-positive reward.

There are sand-timers for children to manage the time out process. A designated time out area will be known to children for red cards.

The Head of the BC or ASC will always deal with Purple card incidents and report this to parents. Time out will be managed by the Head of provision, and a discussion will take place about the behaviour, reflecting on The Green Expectations. Records will be kept of these incidents and information shared with parents.

<b>Breach of Behaviour Policy</b>	<b>Action</b>	<b>Who Is Responsible</b>
Red card	A time out session of 30 minutes with the CM's will be given and behaviour discussed	Clubs Manager and pastoral lead notified.
1 purple card incidents	A time out session of 1 hour with the CM will be given and behaviour discussed.  Follow up letter sent stating place is at risk if behaviour does not improve.	Clubs Manager  Headteacher and pastoral lead notified
2 purple card incidents in an academic year	Letter inviting parents to meet and behaviour plan agreed.	Headteacher or pastoral lead and Clubs Manager
3 purple card incidents in an academic year	Termination of place for remainder of academic year	Headteacher or Clubs Manager

### Key Workers

All children up to the age of 8 years old will be assigned a key worker while they are at Breakfast and/or After School Club.

Arrangements for Key Workers will broadly follow Newington Green's Key Worker Policy which is available on the school website. For clarity, Key Workers for Newington Green pupils will meet weekly with the Senior Nursery Nurse to feed back observations, narratives and educational information so that a broad picture of child development can be captured in the pupil's achievement book within school.

## **Breakfast Club and After School Club Complaints Policy**

### **Making a Complaint**

Like all organisations we are not perfect, although that is our aim. Occasionally we make mistakes which may affect you, or your child. It is important, therefore, that you know how to make a complaint.

1. In the first instance you should make an appointment to speak to the member of staff concerned. If this does not resolve the problem:
2. Speak to the line manager of the individual staff member. The office team can advise you or who this is. For example, for After School Club it would be the Clubs Manager (Caroline Gartan). If this does not resolve the problem:
3. Make an appointment to see the Headteacher, indicating that you have already discussed the matter with the member of staff concerned. If you are still not satisfied or your complaint is about the Headteacher:
4. Write to the chair of Governors stating your complaint: give all relevant details including why you do not accept the Headteacher's findings, your name and how you may be contacted. If you are not satisfied with the findings of the Chair of Governors:
5. Write to the Chair of Governors within ten days stating why you are not satisfied with the findings. If you believe that the school's complaints procedure was not followed appropriately.

We all hope that matters will be resolved long before this stage, if they occur at all, but it is essential that you know the procedure. It is also important that all stages of the complaints procedure are followed.