



Sutton in Craven Community Primary School



Before & After School Childcare and Extra Curricular Clubs



Sutton in Craven Community Primary School, Bridge Road, Sutton
in Craven, BD20 7ES

School Tel: 01535 633064

Mobile: 07378 249 865

School E mail: administrator@suttoncp.uk

Club E mail: y.wallace@suttoncp.uk

About us...

The clubs are managed by the Governors of Sutton in Craven Community Primary School.

We aim to:

- Enable parents and carers to work or take up training opportunities, free from childcare worries
- Provide high quality childcare in a safe environment for children aged 4-11 years
- Provide a wide range of extra-curricular activities
- Provide suitable, qualified and experienced staff who work in partnership with parents and carers
- Make our Clubs enjoyable places to be
- Provide equal opportunities, both in provision for the children and the appointment of staff

Fees...

Fees are reviewed regularly and are subject to change, but it is our aim to make our clubs affordable to all. The prices for each club are published on page four of this leaflet.

Complaints...

Should be made in the first instance to the Clubs' Administrator, Mrs Wallace, who will make every effort to resolve the matter. If the matter cannot be resolved satisfactorily, you should contact the Headteacher. A copy of the school complaints policy is on the school website.

Contact information...

Our club administrator, Mrs Wallace, is available in school to answer queries Monday to Friday by phone (01535 633064) or by email (y.wallace@suttoncp.uk).

Rules...

Our before and after school club is part of Sutton-in-Craven Community Primary School and as such our five golden rules apply:

- Keep yourself and others safe
- Be kind
- Tell the truth
- Show respect
- Have good manners

Positive behaviour is promoted and the school behaviour policy followed; a copy can be viewed on the school website. Any aggressive or discriminatory behaviour, be it a child or parent, will not be tolerated under any circumstances.

We retain the right to not accept children whose behaviour is regularly problematic.

Before & After School Childcare...

Sessions are usually very relaxed. Children can play with their friends, take part in games and activities or just sit and relax.

We aim to provide a range of games and activities to choose from, such as:

- Imaginative play
- Drawing
- Den building
- Jigsaws
- Reading
- Board games
- Arts & crafts
- Lego
- Adult-led group activities

and much more...

We are always happy to receive donations of good quality second hand toys for indoor and outdoor play.

Extra Curricular Clubs...

We run a range of extra curricular clubs throughout the year; please keep an eye out for further information in our weekly newsletters and on the school website.

Making a payment...

Our online booking system works in the same way as an online shop; any sessions in your shopping basket must be paid for when you checkout.

At the checkout, you can make a secure card payment or select to pay by childcare voucher or the tax-free childcare scheme.

If you select to make a card payment at checkout and you experience problems completing the transaction, please contact Mrs Wallace as soon as possible; she will be able to advise how you should proceed.

If you do not contact Mrs Wallace by 10.00am the following school day, any sessions 'held pending payment' at the checkout may be deleted. Please do not try to book the sessions again as this creates duplicate bookings and reduces the number of places available.

If you select to make payment via childcare voucher or tax-free childcare, you will need to pass Mrs Wallace's contact details on to your voucher provider and email her to confirm which provider you intend to use. Payments must be raised for the full and exact transaction amount immediately after checking out. If we are not in receipt of your payment within 72 hours, the reserved sessions may be deleted.

Pupil Premium...

Children eligible for *Pupil Premium* will receive three Extra Curricular Club vouchers per academic year free of charge. If you are unsure as to whether your child is eligible for *Pupil Premium*, please check here <https://www.wherelearnersgrow.co.uk/about/pupil-premium-grant-ppg>

IMPORTANT — If you experience any problems at all with the online booking system, please email details and screenshots of the webpage to y.wallace@suttoncp.uk ASAP.

Session times & fees...

All extra curricular clubs:

£5.50 — 3.30pm until 4.30pm

Before School Childcare:

£5.90 — Arrival between 7.45am and 8.20am until 8.55am. Includes breakfast & juice (served between 7.45am and 8.10 am)

£3.90 — Arrival from 8.20am until 8.55am

After School Childcare:

£5.40 — 3.30pm until 5.00pm (with juice, fruit/crudités and a cracker/rice cake)

£8.90 — 3.30pm until 6.00pm (with juice, fruit/crudités and a cracker/rice cake, plus a small meal served between 4.30pm & 5.00pm—please see sample menu below)

We also offer two 'top-up' sessions for when additional childcare is required after an extra-curricular club:

£2.10 — 4.30pm until 5.00pm (with juice and a cracker/rice cake)

£3.40 — 4.30pm until 6.00pm (with a small meal & juice between 4.30pm & 5.00pm—please see sample menu below)

If you have any concerns about the ingredients used, product information is available on request. Children with special dietary needs (for either medical, cultural or religious reasons) will be offered a meal alternative, however 'picky eaters' will be encouraged to try the food on offer.

	Week 1	Week 2	Week 3	Week 4	Week 5
Monday	Cottage Pie with mixed vegetables	Jacket Potato with a choice of fillings: Cheese/baked beans/tuna	Beans on Toast	Mild Beef Chilli with brown rice	Whole wheat pasta in tomato sauce
Tuesday	Whole wheat pasta in tomato sauce	Cottage Pie with mixed vegetables	Jacket Potato with a choice of fillings: Cheese/baked beans/tuna	Beans on Toast	Mild Beef Chilli with brown rice
Wednesday	Mild Beef Chilli with brown rice	Whole wheat pasta in tomato sauce	Cottage Pie with mixed vegetables	Jacket Potato with a choice of fillings: Cheese/baked beans/tuna	Beans on Toast
Thursday	Beans on Toast	Mild Beef Chilli with brown rice	Whole wheat pasta in tomato sauce	Cottage Pie with mixed vegetables	Jacket Potato with a choice of fillings: Cheese/baked beans/tuna
Friday	Jacket Potato with a choice of fillings: Cheese/baked beans/tuna	Beans on Toast	Mild Beef Chilli with brown rice	Whole wheat pasta in tomato sauce	Cottage Pie with mixed vegetables

Getting started...

Visit www.wherelearnersgrow.co.uk and register as a parent user. To do this, you need to submit your details by clicking on the 'Register' tab on the black bar above 'Sutton in Craven CP School'.

Once you have submitted your details, you should add your children by clicking on the 'Add Child' tab under the 'My Children' heading on the right hand side of the page. **You should only add children for whom you have parental responsibility.**

You should then complete and return the relevant forms at the back of this information leaflet - **we must be in receipt of these before your account can be verified. Please ensure these details are kept up to date.**

Once your account has been verified, you can place your bookings by clicking on the 'Activities' tab and following the step-by-step instructions through to checkout.

Childcare places are available to book on a half-termly basis and can be booked up to 24 hours before the session start time.

Terms & Conditions of Use...

We have worked hard to provide a service that is as flexible and easy to access as possible. However, safeguarding children is our priority and as such, has been our primary focus when developing the clubs' terms and conditions of use.

The clubs are optional and we retain the right to not accept bookings from parents who regularly ignore the rules or attempt to bypass or abuse the booking system.

Before making any bookings, please ensure you have read and understood the following as, by choosing to use the service, you are agreeing to the terms and conditions of use.

Sessions must be pre-booked

- The service can only be accessed if you have pre-booked and paid for sessions via the online booking system. Except in extenuating circumstances, we do not arrange bookings via any other means.
- If, on arrival, your child's name is not on the before school childcare register, under no circumstances should you leave your child without speaking to a member of staff. If you have not pre-booked the session, please don't be offended if your child is refused admission.
- If your child is not collected at 3.30pm and their name is not on the after school childcare register, we will follow the school's 'Collecting Children from School' policy (see school website for further information).
- Whenever there is doubt, it is your responsibility to provide proof that you have pre-booked a session.
- If your child attends a childcare session which was not pre-booked for any reason, you will be invoiced for the cost of the session plus a £5.00 surcharge.

Cancellations, amendments and refunds

- Except in extenuating circumstances, we do not cancel, amend or refund bookings. Please don't be offended if requests to do so are refused.
- We strongly recommend that you check your bookings carefully before checking-out as school takes no responsibility for bookings made in error.
- We do not recommend making block bookings if there is any possibility that your circumstances may change; it is not necessary to book weeks in advance in order to secure places due to our 24 hour booking deadline and large capacity.
- At our discretion, we may be able to waive this rule in extenuating circumstances only.

Terms & Conditions of Use Continued...

After the Booking Deadline

- The deadline for booking is 24 hours before a session start time; children will not be added to registers after this (whether or not the session has reached its full capacity).
- If you miss the deadline, you will need to arrange alternative childcare.

Children must be signed in and out of the club for all pre-booked sessions

- Responsibility for your child remains with you until they arrive at before school childcare club and are signed in by a responsible person (this may include older siblings in Year 7 upwards).
- Children in Year 6 may sign themselves, but not younger siblings, in to the club if we are in receipt of a signed consent form from a parent/carer.
- On collection, children from Reception Class to Year 5 must be collected and signed-out by an authorised person (this may include older siblings in Year 7 and upwards).
- If, for any reason, a pre-booked session is no longer required, your child must be collected and signed-out from the club and not collected from the class collection point. A member of staff will contact you if your child does not arrive at an after school club and has not been signed out.
- If your child is going to be collected by an unauthorised person, you must contact the school office by no later than 3.15pm that same day.
- Parents should make all persons dropping off and/or collecting their child aware of these rules.
- Children in Year 6 may sign themselves, but not younger siblings, out of after school clubs if we are in receipt of a signed consent form from a parent/carer confirming the time which they may leave.

Early arrivals and late collections

- If you arrive before your pre-booked session has started, please don't be offended if you are asked to come back at the correct time.
- Late collections will be charged the price difference between the short and long session plus a £5.00 surcharge.
- Under no circumstances should a child arrive before 7.45am.
- Our after school childcare club closes promptly at 6.00pm. If your child is collected after this time you will be charged £5.00 for every 5 minutes you are late.

Emergency childcare

- At our discretion, we can arrange emergency childcare in extenuating circumstances only and this will be charged at the standard rate.

You should now complete and return the relevant forms at the back of this information leaflet - **we must be in receipt of these before your account can be verified. Please ensure these detail are kept up to date.**

Before & After School Contract

Parents/carers must:

- Follow the clubs' terms and conditions of use as set out in this leaflet.

We expect:

- Appropriate behaviour from all children whilst attending any club.

Please read the above, sign and return to the school office as soon as possible.

Child's name.....

Signed(parent/carer)

Date.....

Before & After School – Emergency Contact Details

Child's name.....

Address.....

Home Tel. No/s.....

Who do you want us to contact in the event of an emergency? (this may or may not be a parent/carer). These should be people your child knows well and who can collect them within a reasonable time:-

1st contact Tel. No/s.....

2nd contact Tel. No/s.....

Doctor's Name.....

Address.....

Tel. No.....

We will only allow children to leave with a named person. Please list below any other persons, other than parents, who may collect your child:-

1.).....

2.).....

3.).....

4.).....

Before & After School Medical Details

Does your child have any medical conditions? (e.g. asthma/epilepsy/diabetes/allergies):-

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What do we need to know about this?.....

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Does your child have medication held in school? (e.g. inhaler/adrenalin auto-injector)

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What do we need to know about this ?.....

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Dietary Details

Please list any foods which your child cannot eat for either medical, cultural or religious reasons (you do not need to list foods your child doesn't like to eat):-

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Consent Form — Year 6 Only

We will only allow your child to sign themselves in or out of extra curricular and childcare clubs with your signed consent. Please complete as applicable:

Child's name.....

Before School Childcare

I give consent for my child to sign themselves in to Before School Club.

I understand that responsibility for my child's safety remains with me until they have signed the daily register.

After School Childcare or Extra Curricular Clubs

I give consent for my child to sign themselves out. They may leave at (insert time).....p.m.

I take full responsibility for my child's safety once they have signed out.

Signed.....(parent/carer)

Date...../...../.....