



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

Club mobile: 07523 738076

School E mail: administrator@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...

Telephone 01535 633064
Email administrator@suttoncp.uk

Rules...

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

- Ready
- Respectful
- Safe

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 Government's 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. 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, failure to do so may result in the session(s) being deleted.

Pupil Premium...

Children eligible for *Pupil Premium* can attend three Extra Curricular Club vouchers per academic year free of charge. If you would like your child to access this service, please contact Mrs Wallace, the clubs' administrator, who will issue you with a digital voucher including instructions on how to book.

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:

£2.50 – 3.30pm until 4.30pm (we also offer some clubs free of charge on a regular basis)

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)

Please note, after school club will close at 5:00 pm on the last school day of each term.

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

£2.90 – 4.30pm until 5.00pm (with juice and a cracker/rice cake)

£6.40 – 4.30pm until 6.00pm (with a small meal & juice between 4.30pm & 5.00pm—please see sample menu below)

All meals are suitable for vegetarians. 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
Monday	Beans on toast	Tomato Soup with bread	Cheese Toastie
Tuesday	Jacket Potato with a choice of filling (cheese, tuna mayo, beans)	Quorn Sausage and Mashed Potato	Tomato Soup with bread
Wednesday	Quorn & Sweet Potato Curry with naan	Beans on toast	Jacket Potato with a choice of filling (cheese, tuna mayo, beans)
Thursday	Pizza	Jacket Potato with a choice of filling (cheese, tuna mayo, beans)	Beans on toast
Friday	Whole wheat pasta in a tomato sauce	Baguette Pizza	Quorn Chilli and rice

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 12 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 an additional service we choose to provide and we retain the right to not accept bookings from parents who regularly ignore the rules 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 a before school childcare register, under no circumstances should you leave your child without speaking to a member of staff.
- If your child is not collected at 3.30 pm and their name is not on an after school club register, we will follow the school's 'Collecting Children from School' policy (see school website for further information).

After the Booking Deadline

- The deadline for booking is 12 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), except in extenuating circumstances.
- If you miss the deadline, and there are no extenuating circumstances, you will need to arrange alternative childcare.

Arriving at before school clubs

- Children from Reception Class to Year 5 must arrive at before school club with a responsible person (this may include older siblings in Year 7 and upwards). Responsibility for your child remains with you until they arrive and are received by a member of staff working in the club. Children in Year 6 may arrive at before school clubs without an adult, but cannot be responsible for younger siblings and only if we are in receipt of a signed consent form from a parent/carer.
- Under no circumstances should a child arrive before 7.45 am.
- If you have pre-booked the Early Birds—short session and you arrive before 8.20 am, please don't be offended if you are asked to come back at the correct time.

Terms & Conditions of Use Continued...

Collecting from after school clubs

- If you are collecting your child from an extra-curricular club, please wait at the main school gate. A member of staff will bring your child to you.
- If you are collecting from after school childcare club, please wait at the gate if the club is playing out on the playground. Otherwise, please come to the side door and press the door bell. A member of staff will bring your child to you.
- On collection, children from Reception Class to Year 5 must be collected by an authorised person (this may include older siblings in Year 7 and upwards).
- If, for any reason, your child will not be attending a pre-booked after school club session, please telephone to notify the school office before 3.00 pm that same day.
- If your child is going to be collected by an unauthorised person, please telephone to notify the school office before 3.00 pm that same day.
- Late collections will be charged the price difference between the short and long session plus a £2.50 admin fee.
- Our after school childcare club closes promptly at 6.00 pm. If your child is collected after this time you will be charged £5.00 for every 10 minutes you are late plus a £2.50 admin fee.

Cancellations, amendments and refunds

- We strongly recommend that you check your bookings carefully before checking-out as school is not responsible for bookings made in error. We would also recommend that you do not make large block bookings as there is possibility that your circumstances may change; due to our 12 hour booking deadline and large capacity, it is not necessary to book weeks in advance to secure places.
- Once paid for, places cannot be cancelled or refunded. However, in extenuating circumstances (e.g. when your child cannot attend due to illness), sessions may, at our discretion, be reimbursed. If this situation arises, please contact the school office to provide the reasons and request a reimbursement. If school is closed (e.g. due to adverse weather) sessions will be reimbursed automatically without needing to be requested. All reimbursements owed will be issued via a voucher at the end of each half term.
- We do not amend pre-booked sessions free of charge. If you require changes to be made to your bookings, please contact the school office to explain the reasons. If there are no extenuating circumstances, then there will be a £2.50 admin charge for any changes made. In extenuating circumstances, and at our discretion, this charge may be waived.

Emergency childcare

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

Sessions attended but not booked

- If your child attends a childcare session which was not pre-booked or pre-arranged, for any reason, you will be invoiced for the cost of the session plus an additional £2.50 admin fee.
- Whenever there is doubt, it is your responsibility to provide proof that you have pre-booked a session.

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 details 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.....

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...../...../.....