



Roebuck Buccaneers – Extended School provision

Contract Booking Procedure

Roebuck Academy's Breakfast and After School club Buccaneers runs during term time only, (excluding non-pupil days) from 7.30 – 8.45am (breakfast club) and from 3.15- 6.00pm (after school club).

We have fully competent and trained staff that will endeavour to provide suitable activities for all the children who attend.

The children are provided with refreshments; which includes drinks and a light hot/cold snack. In the event of an emergency, the club can be contacted on the school line 01438311937 or the club co-ordinator's mobile 07539646871.

Policy & Procedures

1. All parents will be issued with a copy of the club policy. (Located on school website) and all parents and pupils are expected to abide by the policy.
2. Your child will not be allowed to go home without a parent or someone appointed and named by a parent. If you need to change time or names of person to collect child, please telephone the co-ordinator's mobile.
3. Whilst under the supervision of staff, your child will not be able to leave the premises unless the staff have organised an activity for which you will have received prior to notice.
4. The after school club closes at 6.00pm and all children must be collected by this time.
5. We will provide a drink and a snack during this session. We cannot store snacks from home unless there is a dietary need.
6. All bookings are to be made via the school gateway. Cancellations can only be made via Buccaneers 07539646871 or the school office and require a four week notice period. Please bear this in mind when making a booking.

Contracts

- Contracts should be completed and returned to Buccaneers in advance of the sessions required.
- All contract bookings are guaranteed, subject to payment and availability.

Cancellation Period

- Four weeks' notice is required to cancel any sessions. Parents will still be charged for booked sessions without four weeks' notice.

Payments

- Payment can be made by cash, cheque, direct payment or childcare vouchers. Children's names should be put as the reference to help our administration.
- Payments should reach our account by the end of each term. Please note payments take at least 3 working days to reach our account.
- Any cheques that are returned by the bank will be subject to a £10 administration.

Breakfast Club Procedures

Arrival

- Children can arrive anytime from 7.30am.
- There is no parking on the school site at any time. Please ensure you park legally around the area of the school
- Please ensure you escort children into the provision and do not leave until they have registered with the Buccaneers staff.

Breakfast

- Children will be served breakfast up to 8.20am.
- Breakfast consists of a variety of healthy cereals, toast, crumpets, fruit, yoghurt and a drink of juice.
- Please advise of any dietary requirements before your child starts.

During the Session

- After breakfast children may choose activities from a wide range of board games and arts and crafts equipment.

Start of the School Day

- KS2 children are escorted to their classroom by a member of staff.
- KS1 and Reception children are escorted to their classroom by a member of staff.

After School Club Procedures

Arrival

- All children will be collected from their classrooms and will be registered by a member of staff.
- Staff will check with the class teacher should a child not arrive. A phone call to the parent will also be made if the child has not gone home with them.

Tea

- Tea is served at 3.30 – 4.00pm- for all children.
- This consists of a selection of crackers, hotdogs, pittas, etc toast, sandwiches, fruit and yoghurt.
- Please advise of any dietary requirements.

During the Session

- Children can play with a variety of activities during the session which include construction, art activities, puzzles and games.
- KS2 children will have a quiet time in which to complete their homework.

Collection

- All children should be collected from the club by 6.00pm; parents will be charged £10.00 per 15 minutes if they collect their child late. This will cover the additional cost of staff members having to stay late in the day. To ensure there is no disagreement, you will be asked to sign the collection sheet with the time recorded. This signature will confirm you are aware and will be invoiced the following month.
- Contact during the after school club times can be made using the club mobile (07539646871
- No parking is available on site. Please ensure you park considerately around the school site.
- All children should be collected from Buccaneers. Please ensure you sign your child out when collecting
- Children are not permitted to be collected by anyone other than the named adults who must be over the age of 16.

Behaviour

- In the event of a pupil behaving in an unacceptable manner the child will be given a warning and the parents will be notified. On the third occasion the child will be unable to attend his or hers next session.

Roebuck Buccaneers – Before and After School Club Registration Form

Child's Name:

Date of Birth:

Preferred Name:.....

Home Address:.....

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Date of Birth:.....

Email Address:.....

Mother's Name:

Contact Telephone Numbers

Father's Name

Contact Telephone Numbers

If someone other than a parent will have responsibility for leaving or collecting the child, please complete the following:

Name:

Contact Telephone Numbers:.....

Address:.....

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Relationship to Child:

Signed.....

Date.....

MEDICAL INFORMATION

Please give any medical information that may be important if your child is taken ill.

The child's doctor is Dr.....

Please state below any medical conditions such as diabetes, epilepsy, asthma, etc. Also allergies to medicines, plasters or food allergies.

Religious considerations that a doctor should be made aware of e.g. Jehovah's witness.

Declaration:

I consent to my child receiving medical treatment in an emergency if I cannot be contacted.

Name of Parent/Carer.....

Signature of Parent/Carer.....

Date.....

I give consent for my child to receive any necessary emergency medical and dental treatment, and for anaesthetic to be administered and for an operation to be performed when such treatment is medically or dentally essential.

I understand this is only to be used in a situation where the Buccaneers Supervisor is unable to contact me.

Name of Child.....

Name of Parent/Carer.....

Address.....

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Contact Telephone Numbers:.....

Signature of Parent/Carer:.....

Date:.....