



St Joseph's Catholic Primary School, Jarrow



## Breakfast Club Prospectus

### Breakfast Club Childcare

#### **Opening Times**

The Breakfast Club is open to pupils Monday to Friday from 7.45am to 8.45am. Children will then be escorted to their Class Teacher (Term Time Only).

#### **Bookings**

To book a place for your child you must do so using ParentPay, giving at least 24 hours notice. Booking for a Monday must be made by 12pm on the Friday before. Failure to do so will result in your child being refused entry. Bookings can not be taken over the phone unless in an emergency, places can not be guaranteed and will only be allocated if there are enough places available. If you are booking less than 24 hours before the date required, you **MUST** check with the school office to see if there is space available or your child will be refused entry.

#### **Fees**

The cost is £3.50 per child, per session for one child. Siblings will be charged £1.75 per day. All fees must be paid at least 48 hours in advance to secure the booking. Payments should be made via Parent Pay.

**Please note: If payment is not received before your child's attendance to the club, they may be refused entry and you will be asked to collect your child from school.**

#### **Cancellations**

Refunds will only be given upon receipt of at least 7 days notice. No refunds will be given if your child does not attend due to illness, medical appointments, holidays or any other reason without prior notice of 7 days as stated above.

#### **Registration**

We require a Childcare Registration Form for every child that attends our Breakfast Club. You should receive this when you make your booking for the first time. You will also be asked to complete a Disclaimer. We can not accept a booking without both of these forms being completed and returned to [enquiries@stjosephsjarrow.co.uk](mailto:enquiries@stjosephsjarrow.co.uk)

#### **Staff**

Our staff aim to look after your children in a safe and secure environment providing a friendly, happy and relaxed atmosphere. Staff are very experienced and are qualified to meet your child's individual needs promoting their welfare by providing activities and play opportunities making it a comfortable, attractive and stimulating environment. All staff are employed by St Joseph's Primary School in accordance with OFSTED regulations which require DBS checks to be carried out. Children will be supervised by at least one qualified level 3 Teaching Assistant who will support other members of staff. The Designated Safeguarding Lead is Mr Paul Craig, Head Teacher. The Deputy Designated Lead

is Mrs Kate Bertram, Deputy Headteacher. All staff will have a Food Hygiene certificate.

### **Aims and Objectives**

- Caring for your child comes first, our priority is your child and the care we provide.
- To maintain a close partnership with parents/carers and other professionals
- To support children we will provide quality provision for children in the setting.
- To support parents and carers in offering a high quality provision.
- The ensure policies and procedures will be in place including safeguarding, health and safety.
- There will be qualified first aiders on site at all times during the Breakfast Club.

### **Quality Activities**

- Age appropriate - we have many varied resources meeting the needs of different age groups.
- Planned activities - a programme of activities planned on a weekly basis, all child initiated, some adult led.
- Homework support - an area made available for children wanting support with homework. Please note our Breakfast Club staff are not teachers but they will offer support where needed.
- Indoor and outdoor activities (weather permitting) - we are able to use the main hall and playground for free flow and outdoor play.
- Your child will have opportunities to visit the computer suite, activities such as art and craft sessions, stories, jigsaws, and even the chance to 'chill out' in a quiet corner of the library if they wish.

### **Breakfast Menu**

- Breakfast will mainly be a choice of toasted bagels, cereal and porridge. Please advise school immediately if your child has any allergies or dietary restrictions. We do have gluten free bagels available.

### **Absence**

- Please inform the school by email to [enquiries@stjosephsjarrow.co.uk](mailto:enquiries@stjosephsjarrow.co.uk) if your child will not be attending due to illness or any other reason. If your child becomes unwell during Breakfast Club we will contact you to come and collect them. Please remember to keep your contact form up to date.

### **Complaints Procedure**

- Complaints should be made to the school office. If a situation is not resolved the headteacher will be contacted and the formal complaints procedure will be followed. You can find a copy of the complaints procedure on the school website [www.stjosephsjarrow.co.uk](http://www.stjosephsjarrow.co.uk).

### **Behaviour**

- We will continue to follow the aims of the Behaviour Policy that is adopted within our school. You can find this on the school website [www.stjosephsjarrow.co.uk](http://www.stjosephsjarrow.co.uk)

### **Special Educational Needs**

- Staff within our school follow our special needs policy. They are very experienced and have a great understanding of special needs. They will organise the planning activities to work with all children and respond to individual needs.

## **School/Staff Contact Information**

### Breakfast Club Workers

- Mrs Joanne Armour
- Mrs Angela Storey
- Mrs Angela Smith
- Mrs Joanna Mazur

Headteacher: Mr Paul Craig

Deputy Headteacher: Mrs Kate Bertram

Office Manager: Mrs Mandy Lloyd

St Joseph's Catholic Primary

Tel: 0191 5364311