

# Brereton CE Primary School

School Lane, Brereton, Sandbach, Cheshire, CW11 1RN  
Tel. 01270 918931 Email: [admin@breretonprimary.org.uk](mailto:admin@breretonprimary.org.uk)  
Web: [www.breretonprimaryschool.co.uk](http://www.breretonprimaryschool.co.uk) Headteacher Mrs K McLean



## Brereton Bears - Provision Guidelines

### Mission Statement

Our mission is to provide high quality care before and after school for children from the ages of 5 years to 11 years.

### Values

- We ensure every child in our care feels valued, secure and safe.
- We offer fun and stimulating play activities that are child led in a relaxed and welcoming environment.
- We offer play activities that are age and stage appropriate for the children in our care.
- We work alongside the preschool and school to provide support for children with any needs that are identified.
- We strive to build positive relationships with parents/carers and share any information relating to their child.

### Policies

The following policies are updated annually by Mrs McLean and Mrs Hooper:

Administering Medication	e-safety	Safeguarding
Behaviour and Anti-Bullying	Emergency Evacuation	Safer Recruitment
Code of Conduct (Staff)	Equal Opportunities	Severe Weather
Code of Conduct (Visitors)	First Aid	SEND
Complaints	Health & Safety	Uncollected/Missing Child
Health Nutrition and Food	Intimate Care	

The Breakfast and After school clubs have been implemented by the Governing body of the school and headteacher. All policies that relate to the school apply to the provision of wrap around care clubs.

### Food

A snack meal will be served at each session. It will be varied but will only be finger food. The school kitchen will be used.

Please ensure that your child arrives at school by 8.00am so that they can breakfast together. Breakfast will be choice of cereal, toast, fresh fruit, milk, fruit juice, water. Breakfast will not be served after 8:15am.

After school there will be a menu of snacks available each day including fresh fruit, with a choice of water, milk, fruit juice to drink. Please ensure that your child is collected by 6.00pm at the latest.

### Location and Resources

Breakfast Club will be held in the school hall with parents using the front entrance of school to drop off. After school club will be held in school hall and parents using the front door of school to collect their child. On Fridays After school club will be based in school house. All resources will be provided and children will be supervised at all times.

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## Behavior Management

The clubs will follow the schools Behavior and Anti-Bullying policy.

If a child's behaviour negatively impacts on others, parents will be asked to meet with staff to formulate an individual behaviour plan.

## Documentation

An application form must be completed for each child prior to the use of the wrap around care provision and this is updated at the start of each term. This document includes the sessions required in order to ensure staffing levels are appropriate and ratios do not exceed 1:10, for this reason places will not be available unless pre-booked.

From September 2020 we will require at least two weeks' notice of any changes to booked sessions in writing by email to [breretonbears@breretonprimary.org.uk](mailto:breretonbears@breretonprimary.org.uk) and copy to (cc) [admin@breretonprimary.org.uk](mailto:admin@breretonprimary.org.uk). Notice given in less than 2 weeks will be chargeable. Termination must be put in writing and one months' notice given.

## Charges

The cost for Breakfast club is £5.00 which includes breakfast and all resources needed by the children. The cost of the After school club is £11.00 which includes a small snack and drink and all resources needed by the children. A discount is available for siblings, Breakfast £4.00 and After School £9.90. ie £5.00 first child £4.00 each additional child. All charges must be paid for a month in advance. The preferred payment methods are on-line via the Parentpay, Childcare vouchers via Edenred, Care-4, Fideliti, Tax Free Childcare, Kiddi Voucher, Busy Bees Benefits, CO OP. Any issues regarding late payment more than seven days old will result in the provision of the wrap around care being withdrawn. Should your child be ill and absent from school the session will not be charged for. However, if your child is in school and does not attend a pre-booked session, then it will be charged as staff and resources will be in place to accommodate them. A late collection charge of £10 will be charged due to the additional staffing costs that your late arrival incurs.

## Financial Matters

The financial matters will be managed by the School Business Manager and the Wrap around Care Manager. The wrap around care provisions a self-funding organisation, if however, a profit is made the Governing Body will decide how these funds will be used.

## Opening times – during term time only

Breakfast Club begins at 7.45am until 8.30 am

After School club 3.15pm until 6.00pm

Children should be dropped off for Breakfast Club at the front entrance of the school where they will be met by a member of staff. Entrance to school will not be permitted before 7.45am. Children should be collected from after school club at the front entrance of the school.

## Register

A register will be kept for safety purposes as well as payment details.



**I can do all things in him who  
strengthens me (Phillipians 4:13)**



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## Medical Needs

It is the Parent's responsibility to notify the school of any special needs, allergies or medical requirements. The administering of medication will only be given if prescribed by a Doctor/Dentist and a medical request form is completed, signed and accompanies the medication.

## First Aid, Health and Safety

All staff members have basic First Aid training and will follow the policies as set out by the school. All staff have Safeguarding qualifications and Food Hygiene certificates. Staff receive continuous professional development throughout the year.

## Waiting list

The maximum capacity is 40 children per club. A waiting list will be maintained for children on a date of application received order basis.