

SUN HILL SCHOOLS

Breakfast

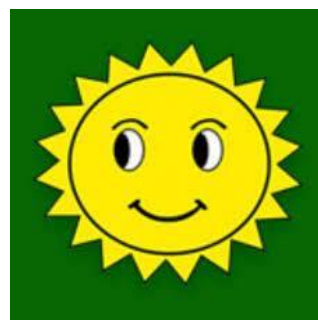
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After School Club

Handbook

2024-2025

Providing wrap-around care for
Sun Hill Junior and Sun Hill
Infant Schools



We hope that this Handbook provides all the necessary information about our Breakfast and After School Club. If you require any further information, please contact the main office on 01962 732801 or email extendedday@sunhill-jun.hants.sch.uk

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About Us

Sun Hill Junior School provides breakfast and after school provision for Sun Hill Infant and Sun Hill Junior pupils, five days per week from Year R to Year 6. Both Breakfast Club and After School Clubs are operated by our staff and provide high quality out-of-school childcare for our parents/carers. Staff provide a range of stimulating and creative activities in a safe environment.

Breakfast Club begins at 07:30am until the start of the school day and includes a healthy breakfast (**served until 8.15am**).

After School Club begins at 3.25pm and runs until 6pm Monday to Friday. Each session includes a drink and healthy snack.

Induction

- Children will be encouraged to settle at their own pace.
- New children will be introduced to all members of staff.
- Rules and routines, such as snacks, signing in and out will be explained.
- The fire evacuation procedure and the locations of all fire exits will be explained.
- Staff will keep a close eye on new children and ensure they feel relaxed, happy and secure.
- Older children will be encouraged to support the younger children.
- If a child seems to be taking a long time to settle in, this will be discussed with the Parent/Carer to see what can be done to support the transition.

Club Activities

Our aim is to provide an enjoyable range of activities for all children to choose from, enabling them to try something new, play games, relaxing, take part in physical games and sports, creative activities including drawing, arts & crafts, board games, lego building and more; the overarching aim for them is to have fun.

During Breakfast Club, children will be encouraged to play quietly, read and play board games once they have eaten their breakfast.

Staff will also look to link current national and international occasions to activities and special events. We will regularly review and replenish resources and consult with the children to ensure they are represented.

Food and Drink

Breakfast

Breakfast is offered to children arriving between 7.30am and 8.15am.

Example: Cereal, toast, bread, bagels, crumpets (all with various topping) fresh fruit, yoghurt

After School Club

We aim to serve varied and healthy food & drink to the children who attended after school club such as *Sandwiches, wraps, bagels, rice cakes, crackers, cheese, yogurts, fromage frais, fruit, water, milk, squash.*

There are sometimes, depending on activities, when additional foods linked to seasons, festivals or celebrations may be offered. We may also offer some warm options during the cold months and some themed events during the year. We welcome suggestions from parents so please feel free to let us know if you think there is some food items we should consider.

Information about children with allergies or intolerances must be added to registration forms. If needed, please discuss any individual needs with the school office.

All Staff have completed the required hygiene course and are trained in food handling.

Drop off and Collection

Breakfast Club

Breakfast Club is located in the school hall. Please accompany your child to the reception door, ring the bell and wait for someone to let your child in. Children from Sun Hill Infant School will be accompanied across to the Infant School by a member of Breakfast Club staff for the beginning of the school day.

After School Club

Children from Sun Hill Infant School (Early Years, Year 1 and Year 2) will be registered at Sun Hill Infant School by a member of our staff and then accompanied to the Junior School. Children at Sun Hill Junior School will make their own way to After School Club at the end of the school day – each class teacher will be provided with a register, so they are aware which of their pupils are attending.

If a registered child does not attend, a phone call will be made to parent/carers listed on the child's registration form to ensure he/she has arrived home safely. If the whereabouts of the child is not known, staff will follow the Sun Hill Junior School Safeguarding Policy.

At collection, please ring the bell and wait for someone to see to you. Children must be signed out by an adult listed on the registration form. If existing parents/carers would like to add adults to your pick up list, please fill in a new registration form and email it back to us.

Behaviour

Positive behaviour management strategies will be used by all staff to support children's safety, wellbeing and enjoyment. Strategies used will be in line with our school values and the School's Behaviour policy. Parents, carers and class teachers will be informed of any persistent or significant incidences, which may result in your place being reviewed.

Policy Reference: Behaviour Policy (<https://www.sunhilljs.net/policies>)

Administering of Medication

If a child attending Breakfast Club or After School Club requires regular medication, their Parent/Carer must notify the school via the child's registration form. **If there are any changes to a child's regular medication, the child's Parent/Carer must contact extendedday@sunhill-jun.hants.sch.uk to ensure all records are updated.**

If a child has a care plan, details must be shared with Breakfast and After School Club staff at the beginning of each academic year or upon registration.

Medication will be stored in the school First Aid room where it is accessible at all times.

For specialist medication such as Epi-Pens, all staff, including Breakfast Club and After School Club staff receive appropriate training.

Policy reference: Supporting Pupils with Medical Conditions (<https://www.perinsmat.org/mat-policies-and-statements>)

First Aid and Accident Reporting

A qualified First Aider is always present at Breakfast Club and After School Club.

All staff complete safeguarding training and will follow the school's safeguarding, first aid, supporting pupils with medical needs and Health and Safety policies.

The location of the First Aid Box and list of qualified First Aiders are clearly displayed. Regular checks on the contents of the First Aid Box take place to ensure that they are up to date, appropriate for children and comply with the Health & Safety (First Aid) regulations.

If First-Aid is administered while your child attends our extended day care a log will be made using our first-aid recording system and parents will be notified of any treatment given. In the case of a head-bump or an injury of concern during breakfast club we will always ensure this information is passed onto the main school provider.

Policy reference - Health & Safety Policy and Safeguarding policy (<https://www.sunhilljs.net/policies>)

Illness and Accidents

If a child becomes ill during a session, the Parent/Carer will be asked to collect the child as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection.

If a child complains of illness, which does not impair their overall wellbeing, the child will be monitored for the rest of the session and the Parent/Carer will be notified when the child is collected. We will only administer paracetamol with pre-approval from parents and the confirmation that medicine has not been administered within the last 4 hours.

If a child suffers a minor injury, first aid will be administered by a qualified first aider and the child will be monitored for the remainder of the session. If necessary, the child's parent will be asked to collect the child as soon as possible.

Major Injury or Serious Illness

In the event of a child becoming seriously ill or suffering a major injury, the First Aider at the session will decide whether the child needs to go straight to hospital or whether it is safe to wait for their Parent/Carer to arrive.

Policy Reference: Health & Safety policy, First Aid and Safeguarding policy (<https://www.sunhilljs.net/policies>)

Booking Procedure

If your child is already a pupil on roll at **Sun Hill Junior School** you can automatically access the booking system from Breakfast and After-School club using your child's scopay account.

If your child is at **Sun Hill Infant School** please fill in and send the registration form from our website under "Parents" or email extendedday@sunhill-jun.hants.sch.uk and we can email you a registration form link. Once the office has received your form, we will add you to the Sun Hill Junior School Scopay system and send you a link code to register for access to this system. Once you have access to scopay you will be able to book the sessions you require.

Please note: Your account must be in credit to enable you to book any sessions and there is a 5 day cut off for bookings, please contact the school office on 01962 732801 (Available 8:30-16:30) if you need a late booking. (*There will be an increased charge for late bookings)

Non attendance

It is important that children booked to attend after school club do actually attend the session. All children booked on the register are expected to attend (unless the office has received a phone call or email 24 hours before the session starts)

Regular non-attendance of a pre-booked place (below 85%) will result in parents/carers being contacted, and the child's place being withdrawn. Exceptional circumstances, such as sickness will of course be taken into consideration. Attendance will be reviewed half-termly.

Both clubs can accommodate up to 55 children. All bookings are made via Scopay unless parents need a *last minute booking, in which case, please call the school office and speak to a member of staff.

Missing Child Procedure

Staff take a register for each session. Staff ensure that children are clear about where they are and are not allowed to go during each session. Staff are clear about their roles and responsibilities including supervision. If a child cannot be located, staff will follow procedures set out in the school's Safeguarding Policy.

Policy Reference: Safeguarding policy and Child Protection Policy (<https://www.sunhilljs.net/policies>)

Late Drop Off

We are required to have a set child to adult ratio which is why pre-bookings are essential for both Breakfast and Afterschool Club. If you need to drop your child to breakfast club in the morning without a booking they may still be able to accept them (providing the staff ratio is met) but an additional charge will be added to your account.

Late Collection

Staff are only scheduled to work until 6.00pm so it is essential that children are collected on time. A late fee of £10 will be charged for the first ten minutes, rising to £15 for subsequent ten-minute periods to cover the cost of any overtime payments, up to 30 minutes. If the lead staff member has been unable to contact the child's Parent/Carer or alternative emergency contact after 30 minutes, the local Social Care team will be contacted for advice, as per the school Safeguarding policy.

Parents/carers will be notified of a contact number ahead of their child beginning their extended day provision.

Persistent late collections will result in a child's place at After School Club being withdrawn.

Fee structure

All fees will be reviewed annually in the Summer term, to take effect in Autumn term.

Breakfast Club pre-booked	
Cost per child	£5.50 (Listed as B)
Breakfast Club – No pre-booking made	
Cost per child	£7.00 (Listed as N)
After School Club – pre booked	
Cost per child - Parent Pick up by 6pm	£13.50 (Listed as A)
*Late Bookings	

Cost per child – Booked within 5 day cut-off	Additional £5.00 (Listed as L)
*Late Collections	
Cost per child - Parent Pick up after 6pm	Additional £10.00 (Listed as C)

Due to the overheads required to run an extended day provision and to ensure the provision does not impact on the overall school budget some charges have been increased from the charges with the previous provider. To ensure significant staffing is in place and that staffing allocation matches the pupils in attendance we are required to charge an additional fee for “drop-ins”, late bookings and late collections as staff may be required to work additional hours.

Payments are made on-line via Tucasi/Scopay. If you wish to pay by childcare vouchers and/or Government Tax Free Childcare payments, please allocate “**SUN HILL JUNIOR SCHOOL**” as your provider (a search can be made using the school postcode SO24 9NB or Dfe number: 850/2045) When vouchers are pre-paid to the school they take approximately 5 days to reach the school bank account at which point they will be credited to your scopay account by the extended day administrator and you may proceed with making your bookings. We will not take voucher payments in arrears.

If paying in childcare vouchers of government tax free funds we need a clear definition of the child the payment is for and for which sessions, please email us at extendeddday@sunhill-jun.hants.sch.uk with a breakdown of how you would like the monies allocated on your account. This should be done every time a payment is made in this way.

Eg.

Payment of £300 paid via Sodexo, please allocate as follows:

Anne

Breakfast Club: £75

After School Club: £100

Brian

Breakfast Club: £50

After School Club: £75

All payments must be made in advance. The school system will not allow a booking to be made on an account which is in debt. **Ad-hoc booked sessions must be paid as they are booked.**

Policy Reference: Charges and Remissions policy (<https://www.sunhilljs.net/policies>)

Complaints

If a parent/carer has a concern involving their child at Breakfast or After School Club they should, in the first instance, raise the issue with the Supervisor on duty.

Policy Reference - Complaints Policy (<https://www.sunhilljs.net/policies>)

Policies

Breakfast and After School Club is operated under the policies of Sun Hill Junior School. All policies can be located on our website: (<https://www.sunhilljs.net/policies>)

Registration

All parents of Sun Hill Junior School will be provided with access to the schools scopay system when their child joins the school and as such will have access to the extended day provision booking within their account.

Parents with children at Sun Hill Infant School must register their child with us after which we can send you a code to access the scopay system to make your bookings.

If you are unable to complete the online form please contact extendedday@sunhill-jun.hants.sch.uk and a paper copy can be sent to you.

Terms and Conditions

All terms and conditions are accepted by parents upon the commencement of care by The Sun Hill Breakfast and After-School club.

All fees are non-refundable even if cancelled, however exceptional cases may be considered by the school. This includes school closures caused by severe weather, power cuts etc.

Bookings close on Tucasi Scopay **5 days** in advance or before if the session has reached capacity. To enquire about bookings after the cut off please contact the school office.

Any cancellations received after bookings have closed are non-refundable.

All sessions must be booked and paid for in advance via Tucasi Scopay. Including occasional and ad hoc sessions requested and booked via the school office.

If sessions are paid for using childcare vouchers/tax free childcare, the vouchers must be paid to the school in advance and will then be added to your ScoPay account as a credit balance. It is your responsibility to ensure vouchers are paid in good time to allow for processing and to ensure you can book your required sessions. No booking will be accepted with the promise of a payment in arrears.

Occasional and ad hoc bookings will not be accepted by the school if you have an outstanding balance on Tucasi Scopay

No parent/carer should consider an occasional or ad hoc booking has been accepted until a member of school staff has confirmed the booking and payment has been made via Tucasi Scopay.

Children who turn up to attend a session that has not been pre-booked will be refused entry if the session is full. If space is available, they will be admitted at the staff's discretion, however the required charge will be added to your Tucasi Scopay account, and no further sessions will be available to book until the session is paid for in full.

Childcare Vouchers:

We are currently registered with the following childcare voucher providers to accept childcare voucher payments.

- UK Government Childcare Choices
- Computershare - 0026985581

- Edenred
- Care4 – 67850006
- Fideliti
- Sodexo

If you would like us to register with a different provider to accept your vouchers please contact us directly.

Contact:

Sun Hill Junior School, Sun Lane, Alresford, Hampshire , SO24 9NB

Tel: 01962 732801

Email: extendedday@sunhill-jun.hants.sch.uk.

Term Dates

- Monday 2nd September: INSET DAY – **Provision closed**
- Tuesday 3rd September: INSET DAY – **Provision closed**
- Wednesday 4th September: First Day of Autumn Term
- Monday 21st October- Friday 25th October: Sun Hill Juniors half-term – **Provision open for Sun Hill Infants**
- Monday 28th October - Friday 1st November: All schools Autumn Half Term – **Provision closed**
- Friday 20th December: Last Day of Autumn Term (1pm finish) – **No after-school provision**
- Monday 6th January: First Day of Spring Term
- Friday 14th February: INSET DAY – **Provision closed**
- Monday 17th February- Friday 21st February: Spring Half Term – **Provision closed**
- Monday 7th April- Thursday 17th April: Easter Holidays – **Provision closed**
- Tuesday 22nd April: INSET DAY – **Provision closed**
- Wednesday 23rd May: First Day of Summer Term
- Monday 5th May: BANK HOLIDAY – **Provision closed**
- Tuesday 27th May- Friday 30th May- Summer Half Term – **Provision closed**
- Friday 27th June- INSET DAY – **Provision closed**
- Tuesday 22nd July- Last Day of Summer Term (1pm finish) - **No after-school provision**

