



CORBY PRIMARY ACADEMY

**Breakfast and After School Club
Information**

Corby Primary Academy – Breakfast and After School Club

Corby Primary Academy's Breakfast and After School Club is committed to working in partnership with parents and carers to provide safe, stimulating, and enjoyable childcare for children who attend Corby Primary Academy.

The club is run by suitably qualified staff who are employed by the Greenwood Academies Trust. Overall management of the club is by the Executive Principal of the Academy.

The Breakfast and After School Club follows the Academy's policies and procedures; these are available on the Academy's website or from the office on request.

Location

Breakfast Club is held in the school hall. After School Club is split between the school hall and the community room. The club also has access to the Academy's facilities, such as the playground, field, and design & technology room.

Bookings

Initially a registration and agreement form must be completed indicating the required days and times. The Microsoft form can be found on the school website.

Opening times

Breakfast and After School Club is offered during term times only. The Breakfast and After School Club will be closed on teacher training days and in the case of any emergency school closure.

Breakfast Club is open from 7:45am to 8:30am. Breakfast is served between 7:50am and 8:05am. Children are then taken to their classes at 8:30am.

After School Club runs from 3:00pm until 5:50pm. A snack provided by our school kitchen is served to the children at approximately 4:00pm.

The club closes at 5:50pm – we cannot accept late collections after this time.

Fees and Payment

Breakfast club - £3.00 (inc. breakfast)

After School Club - £6.00 till 5:00pm or £8.00 till 5:50pm (inc. snack)

Booked sessions will be loaded onto ParentPay for payment. Sessions become chargeable daily, but your account must be in credit by at least a week of fees to cover those sessions.

We are also able to accept childcare vouchers as payment; our registration number is 940/2111. If you intend to pay via vouchers, please inform the office so that we are aware.

Charges for late collection: £5.00 for every additional 15 minutes.

No refunds will be given for cancellations other than in exceptional circumstances and by agreement with the Executive Principal. We cannot accept any debt situations and your child's place can be withdrawn if you are in debt or are frequently late for collection.

A month's written notice will be required to cancel your bookings and are chargeable for the whole month even if your child does not attend.

Fees are reviewed annually; parents will be notified 28 days before any changes are made and updated on ParentPay.

Who can attend?

The club is open to all children from Reception to Year 6 that attend Corby Primary Academy. It is operated on a first come, first served basis. If, however, there is a greater demand for places than those available, a waiting list will be operated.

Admissions policy: Our admission policy gives priority for places in the following order:

1. Staff members' children
2. Siblings of those already attending the club wanting places
3. Current regular part-time places wanting additional sessions
4. New full-time places
5. New part-time places
5. Occasional bookings

Complaints

We hope that you will be happy with the service that we provide. However, should you wish to make a complaint, a copy of our complaints policy is on the Academy website.

What happens at the Club?

Structure of a typical session - approx. timings.

Breakfast:

7:45am onwards Arrive and register.

Free play activities – puzzles, games, etc

7:50 – 8:05am Breakfast served (see sample menu).

8:25am Tidy up

8:30am Children taken to classes

After School:

3:15pm Children collected from class, registered, and escorted to designated room

Indoor and supervised outdoor free play

4:00pm Snack time.

Free play continues.

5:50pm Latest collection time.

Activities

We offer a varied programme of activities including:

- Art & Craft
- Costumes and Role play
- Construction activities - Lego, etc
- Indoor and outdoor physical play - football, swing ball, rounders, cricket, hoops, skipping ropes, etc
- Building dens
- Quiet area – Book Corner
- Cooking / Gardening
- Themed activities

Organised activities will be on offer, but the emphasis is on child centred and self-directed play.

Sample menus

We aim to provide a variety of healthy and nutritionally balanced food.

Breakfast

Cereals (Weetabix, Muesli, Rice Krispies etc) Not chocolate or sugar-coated cereals

Toast, Fruit, Yoghurts

Milk and Water

After school (this is designed to be a snack and not a full meal)

Pitta Bread, Wraps or Pasta

Fruit - fresh and dried

Vegetables

Cheese

Yoghurts

Water / squash

Contact and medical information

The club will use the schools' records for all parental contact, collection information and your child's medical information - please ensure you keep all records up to date with the main Academy office.

The Academy's policy on medication and illness also applies to the Breakfast and After School Club.

Behaviour

We expect the children to always behave appropriately and will follow the Academies' behaviour policy at Breakfast and After School Club. Breaches of the behaviour policy may result in the place being withdrawn with immediate effect.

This information booklet acts as the terms and conditions for requesting and accepting a place at the Corby Primary Academy Breakfast and After School Club.