



**CORBY PRIMARY ACADEMY**

**Out of School Club Information**

**2020**

## **Corby Primary Academy - Out of School Club**

Corby Primary Academy's Out of 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 Dale Foundation Trust. Overall management of the club is by the Principal of the Academy.

The Out of 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 at Corby Primary Academy. After School Club is split between the Nursery Building and the Community Room in the Main Building, generally the younger children are in the Nursery and the older ones in the Community Room. The club also has access to the Academy's facilities, such as the playground, field, art and technology room as well as the hall.

### Bookings

Initially a registration and agreement form must be completed indicating the required days and times and returned to the school office.

If a place is available then a payment agreement form will be sent out for signing which then must be returned and your place will then will be confirmed. Places are charged for even if your child is absent for any reason.

Emergency bookings may be made by phoning the school office if places are available. Priority will be given to siblings and those who make a regular commitment to the club.

### Opening times

Out of School club is only offered during term times only. The Out of 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.

Afterschool club runs from 3:00pm until 6:00pm. A snack provided by our school kitchen is served to the children at about 4:00pm. The afterschool club is also able to accommodate children who have attended a teacher led club in school once they have finished but the whole session is still chargeable as our staff are still ultimately responsible for the child until collection.

## Fees and Payment

Breakfast club - £3.00 (Inc breakfast)

Afterschool Club - £6 till 5pm or £8.00 till 6pm (Inc snack)

If your child attend both Breakfast & After School Club till 6pm - £10 per day.

10 % Discount for siblings are available.

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 cannot accept any debt situations and your child's place can be withdrawn and offered elsewhere.

We are also able to accept Childcare vouchers as payment our registration number is 928/2111. If you intend to pay via vouchers please inform the office so that we are aware.

Charges for late collection: £5 for every additional 15min.

Once you have booked sessions full fees are payable even if your child is absent due to illness etc. No refunds will be given for cancellations other than in exceptional circumstances and by agreement with the principal.

A months' notice will be required to cancel your bookings and are chargeable for the whole month even if your child attends or not.

## Who can attend?

The club is open to all children that attend Corby Primary Academy or its nursery. 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. 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:

7.45 am onwards Arrive and register.

Free play activities – puzzles, games, etc

7.50 – 8.05 am Breakfast served (see sample menu).

8.25 Tidy up

8:30 Children taken to classes

After school:

3.15 pm Children sent to Community Room and registered (initially a member of staff will escort the youngest pupils to the room)

Indoor and supervised outdoor free play

4.00 pm Snack time.

Free play continues.

6:00 pm 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 centered 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.