

Dear Parent,

## **WELCOME!**

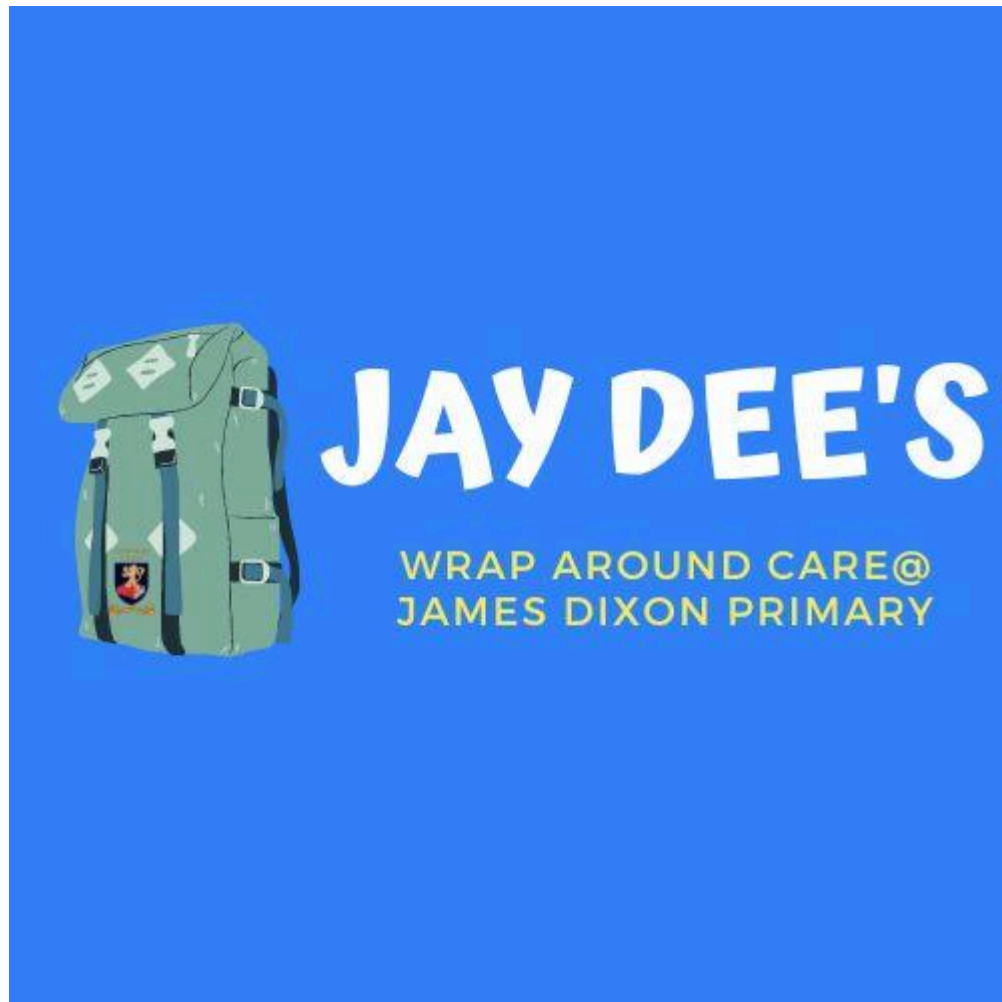
Jay Dee's Breakfast Club starts at 7.15am each day. Our Play Leaders will meet you at the middle gate. Jay Dee's After School Club will begin at 3pm each day and ends at 6pm, KS1 children will be collected from their classroom. KS2 children will make their own way to the club.

Please find our prospectus below which gives you further details about the provision. If you have not already done so, please make payments via ParentPay. Fees must be made at least weekly in advance. If you have not started with the school yet, you will have your ParentPay activation letter the day your child starts.

Best wishes,

The Jay Dee's Team

# James Dixon Primary School



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## Wrap Around Care

**Thank you for your interest in James Dixon Primary School's before and after school provision. Our wrap around care is available for all of our pupils, from Reception age to 11 years, and offers a varied timetable of activities and healthy meal options. We aim to provide a warm, stimulating and safe environment where the children are happy and cared for by our friendly, experienced staff.**

### **Our Values and Aims**

The welfare and development of the children is at the heart of our wrap around care and all that we do is geared to meeting the children's needs.

Our aim in extending the school day is to provide good quality, affordable before and after school childcare to support families attending James Dixon Primary School. The provision aims to bring out the best in every child and to provide a range of varied activities and experiences which contribute to their all round development.

#### **Our aims will be achieved by:**

- **Providing a safe and welcoming environment for the children**
- **Bringing children together to play and relax with their friends before and after the school day**
- **Promoting the schools Golden Rules:**
  - We will respect each person in our community
  - We will help each other to do our best
  - We will treat everything in school carefully
  - We will be honest
  - We will be kind
- **Providing exciting and stimulating activities**
- **Dealing with problems sensitively**
- **Creating positive experiences for all**

#### **Our Promise, we will:**

- **Welcome parents/carers at all times to discuss our out of school provision**
- **Ask permission for special events**
- **Keep parents/carers informed of changes, programmes of activities and procedures**
- **Be consistent and reliable to enable families to plan ahead with confidence and peace of mind**
- **Share and discuss children's achievements, experiences and behaviour**
- **Listen to your views and concerns**

### **Our Expectations**

We are proud that we have an attractive and spacious learning environment. We expect it to be maintained and respected by the whole school community. We aim to encourage a friendly, caring atmosphere with a high level of cooperation, so that everyone has an opportunity to enjoy school life.

The school reserves the right to refuse children's attendance at clubs where their behaviour is likely to affect the running of the clubs and where behaviour in school is a significant cause for concern. Parents/carers will be given written notice if their child's behaviour is a cause of concern and their place at the clubs might be withdrawn.

All participating children will be expected to:

- Listen carefully to and follow all instructions given by school staff
- Treat others, their work and the school environment and equipment with respect.
- Be kind, honest and polite

### **Equal Opportunities**

James Dixon is an inclusive school where we focus on the well-being and progress of every child and where all members of our community are of equal worth. Equality of opportunity is a fundamental right for all members of the school community. This will be achieved by promoting positive self-image, self-esteem and anti discriminatory practices and by respecting each other's diversity, languages, beliefs and cultures.

- We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and are able to participate fully in school life.
- We will tackle discrimination by the positive promotion of equality, challenging bullying and stereotyping and creating an environment which champions respect for all.
- We believe that diversity is a strength, which should be respected and celebrated by all those who participate in our extended schools provision.

### **Wrap Around Care Hours**

The breakfast and after school clubs are available Monday to Friday throughout the school term, excluding: bank holidays, inset days and any unexpected school closures, e.g. in the event of adverse weather conditions.

**Before School Breakfast Club 7.15am - 8.30am**

**After School Club 3.00pm - 6.00pm**

Children in Reception and Years 1 and 2 will be brought to the club by their Teaching Assistant at the end of the school day. Children in Key Stage 2 will make their own way to the club.

Children can join the club later than the start time of the School Breakfast Club and/or can be collected earlier than the After School Club finish time but there is no discount or refund of the fee payable. The fees cover the whole session time and pro-rata fees are not applicable.

### **Wrap Around Care Fees**

The school is committed to providing affordable childcare and activities. We endeavour to keep our fees at the lowest possible level to provide and maintain a high quality service. As the before and after school provision will be based in the school, many of the costs are already covered. However, fees are charged to cover the cost of staffing, equipment and materials, cleaning, catering, refreshments and administrative support.

Fees must be paid at least weekly in advance, using the school's ParentPay online payment system. Fees are not refundable in the event of pupil absence or attendance at school events and must be paid in full if a place is to be reserved. Where a child is absent due to long-term illness, the school reserves the right to adjust the fees payable, as appropriate.

The following fees apply:

### **Before School Breakfast Club**

Daily rate: £4.00 (rate per child per session)

### **After School Club**

Daily rate: £14 (rate per child per session)

A late collection charge of £5 for every quarter of an hour entered into will be applied for children who are not collected by 6.00 pm. This payment is to cover the cost of additional time that staff have to stay with children until they are collected. The late fee is payable on ParentPay. The school reserves the right to withdraw a child's place in the event of continual late collection.

**We regret that there is no discount or waive of fees for missed booked sessions (this includes any personal holiday, absence, sickness during term time, attendance at school events) as running costs are still incurred. Fees will be reviewed annually in March and parents/carers will be informed a month in advance of any changes. Please note that one month's written notice is required to withdraw your child from either the morning or after school provision.**

### **Staff**

There are 6 members of the Jay Dee's wrap around care team.

Mrs Kaskya Bubacz-Mrozek is our wrap around care manager.

All staff working for the clubs are employees of the school and have experience of working with children. The Jay Dee's Team participate in on-going training to ensure that best practices are implemented at all times. Children attending any extra-curricular clubs run at the end of the school day will be brought to the After School Club by the member of staff running the extra-curricular club.

### **Contact with the Staff**

Should you wish to make an enquiry or leave a message regarding either Breakfast or After School Club, Kaskya can be contacted in a number of ways:

#### **Extended Schools Landline Number**

You may contact the Jay Dee's Team via the **main school line on 02087786101 option 3**. The Jay Dee's line is monitored between 8.30am – 9.00am daily. Alternatively you can speak to a member of the After School Club Team using the Extended School's mobile, between 3.00pm and 6pm.

#### **Extended Schools Mobile**

If you need to speak to Kaskya or a member of the Jay Dee's Team outside of these times then please use the **Jay Dee's Mobile number 07543492155**. We would urge parents to only call the mobile if they need to speak to Kaskya regarding a change in arrangements on the day in question. Please use the Jay Dee's Email address for all other enquiries. In the event of an emergency you may also use the school landline number 02087786101 between 8.30am and 3.30pm, term time only.

#### **Extended Schools Email**

If you wish to email the school regarding our Breakfast or After School Club please use the email address **[jdp\\_wraparoundcare@swale.at](mailto:jdp_wraparoundcare@swale.at)**. The email address is monitored between 7.00am – 9.00am and again from 3.00pm - 5.30pm daily. If your enquiry is urgent please call the school number.

### **School Policies**

All relevant school policies apply to our Wrap Around Care facilities. These include policies relating to the health and well being of children, i.e. Safeguarding, Equality, Behaviour Management, Whole School Food Policy, Data Protection, Complaints and Health and Safety. The school's policies are available on our school website or on request. James Dixon's before and after school clubs will follow the school's child protection procedures. Staff are legally obliged to report any concerns to the relevant authorities.

## **Facilities**

Breakfast Club provision takes place in the canteen area and the After School Club takes place in the Music Room, Green Room and in the Main Hall, with access to other parts of the school for specific activities e.g the food technology room. Those attending the after school provision will have supervised access to the playground and school field for organised outdoor play.

## **Insurance**

The school's insurance covers our responsibilities to the children and staff. The Jay Dee's Team has a duty of care to the children, which means that staff will provide the level of care of a 'responsible parent' which is the same category as for schools.

## **Supporting Pupils with Special Needs**

The Jay Dee's staff will liaise fully with the school and parents/carers on meeting the special needs of children, and staff will be happy to discuss the suitability of the provision with regard to the needs of the children.

## **Accidents and Incidents**

In line with the school's procedures, any accidents or incidents involving your child will be recorded on Medical Tracker, you will be notified of the accident/incident via email. There are qualified first aiders in the Jay Dee's Team.

## **Pupil Sickness and Medicines**

In order to reduce the spread of illness and infection we request that you do not bring your child to either the before or after school provision if they are unwell. Should your child become unwell whilst attending the before or after school club then a member of staff will contact you. You will only be requested to collect your child if deemed necessary.

## **Applications and Allocation of Places**

Please note that places are allocated on a first come first served basis. Applicants will be asked to complete a parental agreement form which will include a request for up-to-date contact information. When the maximum number of places has been reached, children will be placed on a waiting list.

## **Absence**

Parents/carers must inform the Jay Dee's Team of their child's absence from the Breakfast and/or After School Club by sending an email to [jdpo\\_wraparoundcare@swale.at](mailto:jdpo_wraparoundcare@swale.at) **Please note that we are unable to give a discount for absence due to sickness or leave of absence taken during term time.**

## **Food and Nutrition**

All children attending the before school club will be given breakfast, which is served between 7.45am - 8.30am, daily. Breakfast may include cereal and toast, crumpets, fresh fruit, porridge and fruit juice and a variety of nutritious, hot snacks will be offered after school.

Children attending the after school club dine together in the canteen area. Parents/carers and children are encouraged to let us know their food preferences and dislikes so that we can endeavour to meet these, wherever possible. The cost of breakfast and snacks is included in our fees. Please notify us if your child has any special dietary requirements or allergies on your application form.

## **Access**

Access to the Breakfast Club will be via the side gate. The pedestrian gate will be open for Breakfast Club drop off from 7.15am - 8.20am in the morning.

Parents/carers wishing to collect children from the After School club before 4pm will need to use the main school gate buzzer. Parents/carers collecting children after 4pm will need to use the side gate buzzer.

## **Timetable of Activities**

There will be a varied range of activities available for the children to participate in.

## **Partnership with Parents/Carers and Children**

The school welcomes your feedback and comments on all aspects of the school, including our before and after school provision. This can be done either by talking to the Jay Dee's or office staff or putting your comments in writing and posting them in the Suggestion Box in the school foyer. Children are also encouraged to share their ideas and make suggestions on improving the clubs.

## **Contacting us when you have a Complaint or Concern**

If you have any concerns please inform us either by speaking to the Extended Schools Staff or a member of the school office staff.

We understand that there may be occasions when you feel that you wish to make a complaint. If you are unhappy with anything that happens during our wrap around care, please come in to discuss your concerns with the wrap around care manager or the Head of School. A copy of the school's complaints procedure can be found on the school website or requested from the School Office.

## **TERMS AND CONDITIONS**

These terms and conditions relate to the agreement which will be taken out between James Dixon Primary School and the parent/carer.

### **1. School Responsibilities**

- We will work within all school policies.
- We aim to provide a sensitive, secure and welcoming environment for children of James Dixon Primary School before and after the end of the school day.
- We will set up a stimulating environment for the children.
- We will provide healthy, nutritious meals.
- We will supervise and play with the children to support their learning and all round development.

### **2. Pupil Responsibilities**

- Children will be expected to behave within the school Behaviour Policy and James Dixon Primary School's Home School Agreement.

### **3. Parent/Carer Responsibilities**

- I/We will ensure that I/we communicate clearly with staff, keeping them informed of any changes in arrangements.
- I/We understand that fees are payable weekly in advance and are non-refundable. ▪ I/We understand that meals will be served at specified times and if my child arrives later or is collected earlier than the specified times, then a meal may not be provided.
- I/We will help our child to work within the school's Behaviour Policy.
- I/We understand that this is an additional out-of-hours facility and if we do **not** pay in advance or keep our child's account in credit or our child's behaviour is not manageable by staff, then our child's place will be withdrawn.
- I/We understand that if a child's account goes into arrears, the school reserves the right to stop use of all chargeable services used by my family (i.e. lunches/clubs/extended services) until the family accounts are brought into credit.
- I/We understand that in the unlikely event that school stops services due to non-payment; the school will withdraw my child's place at this facility and offer this to another child on the waiting list.
- I/We agree that continual late and/or non-payment of fees will result in the withdrawal of a child's place, at short notice.
- I/We understand that I/We are still required to pay for all sessions booked, even if our child is absent.

### **4. Cancellation / Termination**

- After the offer of a place has been accepted either party may terminate the agreement by serving one month's written notice. During that month, the school undertakes to continue to admit the child and the parent undertakes to pay all fees due, whether the child attends the one month's notice period or not.
- In the event of the parent failing to pay the one month's notice fees the child's place shall be immediately withdrawn and the school shall be entitled to serve a formal demand for payment of such monies.
- If the school believes that the continued presence of a child is detrimental to the health, safety or well being of the child or other children or the staff employed, then the school may request for the child to be immediately removed from the before or after school club and the provision of one month's notice, referred to above, shall not apply.



## 5. Payment of Fees

- Payment of fees to the school at least **one week in advance**.
- Payments can be made online using the school's cashless payment system, ParentPay
- We have limited spaces so we are unable to offer ad hoc sessions to families who do not usually attend our provision or who only regularly book 1 or 2 days per week. For those families who have already booked 3 or 4 days per week, parents/carers have the option to contact the school to purchase an additional 1 or 2 days, giving at least 48 hours' notice to do so. The school will then check whether there are spaces available on the additional days required and confirm whether we are able to offer the days requested. This will be subject to availability and we may not always be able to accommodate all requests on our busier days. We regret that should families no longer require the original 3 or 4 day's booked we will not be able to provide a refund or swap sessions to another day in the week.
- The school reserves the right to increase the fees at any time upon giving one calendar month's written notice of the proposed increase to the parent.
- It must be noted that the child's place at either the before or after school club must still be paid for in the event of absence due to illness, authorised leave, appointments etc. The parent is, therefore, obliged to make full payment. In the event of payment not being made the school reserves the right to terminate its agreement with the parent.
- The extended services will not run on Bank holidays, inset days or any unforeseen reason for school closure (e.g. adverse weather conditions) and such occurrences will not be charged for.

## 6. Collection of Children from the After School Club

- Parents/carers are expected to make arrangements for their child to be collected from the after school club by a responsible person **by 6.00 pm**.
- Children will not be permitted to leave the club unaccompanied or with an adult who is not known to the club staff.
- If the named person cannot collect your child from the After School Club then please inform the Jay Dee's Team as soon as possible. **Details of people collecting children must be registered on the registration form.**
- It is very important that you contact us if you are running late to collect your child. Please note that charges for late collection of the children will apply after 6.00 pm. In all cases your child will not be able to leave with an unknown adult. Authorisation will be sought, so please ensure that your contact telephone numbers are up to date.
- If parents/carers are late picking up their child arrangements may be made to meet a member of staff at the school gate to collect your child.
- As our wrap around care activities are provided by and managed by the school, our own Safeguarding Policy and Non-collection from School Policy will apply. For children attending the school's After School Club, the steps stipulated in this policy for non-collection will apply when children are not collected at the specified finishing time of 6.00pm.

**Many thanks Jay Dee Team!**