



St. Nicholas C of E Primary School

East Challow, Wantage, Oxon, OX12 9RY

Life in all its fullness John 10:10

Belonging Compassion Resilience



Breakfast and Fun Club Terms and Conditions 2022

Our Aims

- To provide a happy and welcoming place where your child/children are valued
- To ensure children are safe and well cared for
- To offer a varied range of play opportunities
- To have a strong partnership with parents/carers

Admission

We have places for 16 children at each club and welcome pupils aged 3-11 years old. The Breakfast is managed by Mrs Alexander and Fun Club is managed by Mrs Hunnisett alongside Ms Mitchell. A register is taken at the beginning of each session.

You can contact the school office until 4pm each day after 4pm you should contact school via the school mobile.

School mobile: 07442368604

Breakfast Club

Fees per session: 7:45 am to 8.45 am = £5.50

Children enter the club at the school entrance door opposite the staff room. Please ring the bell and a member of staff will accompany your child/children through to the breakfast club.

There will be a variety of foods available for children to eat including toast, crumpets, croissants, cereal, yoghurts and more! At 8.40 am children will be dismissed to their classes.

Fun Club – Fees per session: 3.00 pm to 5.30 pm Monday to Thursday = £10.00

Fees per session: 3.00 pm to 5.00 pm on a Friday = £8.00

All children meet in the school hall as soon as they are dismissed from their classes.



Headteacher: Mrs H. Richards

Telephone: 01235 763858

Email: officesn@stnicholasce.vale-academy.org

Web: www.st-nicholas-pri.oxon.sch.uk





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Children are given a snack at Fun Club such as a sandwich, toast or crackers, followed by a yoghurt, biscuit, crisps or fruit. Children are encouraged to help themselves to a drink anytime during the session.

Activities – we give children the freedom to choose what they would like to do. Some options available include: art and crafts, play with construction toys, book sharing, games on laptops, board games, baking etc. There is always the opportunity for children to complete homework or read with an adult.

Children are encouraged to gain fresh air and exercise and will always be supervised by staff during any outside play. A range of outdoor equipment is available to play with, depending on the weather conditions.

Children can be collected from Fun Club any time during the session. Please provide the office with a password which can be used when anyone unknown to us is instructed by yourselves to collect your child. Notification to the staff must be made if there arises a time when the password is to be used. In the event someone else should arrive to collect a child/children without prior notice, a member of staff will telephone the parent/carer immediately.

After 4.00 pm children should be collected from the door by the staff room, please press the doorbell and wait at the staff room entrance adjoining the staff car park.

Fun Club ends at 5.30 pm Monday to Thursday and 5.00 pm on Fridays. A late collection fee of £2.00 per child will be payable if your child/children is/are collected between 5.30 pm and 5.45 pm Monday to Thursday or between 5.00 pm and 5.15 pm on a Friday.

After 5.45 pm Monday to Thursday and after 5.15 pm on a Friday, a fee of £5 per child will be charged. These charges are necessary to cover staffing costs.

Booking and Payment

Payment should be paid via Parent Pay by the Thursday, **prior to the week of the booking**. Childcare vouchers are accepted. Bookings are taken on a first come first served basis.

Any bookings made for the following week are able to be cancelled by the preceding Thursday with a credit given for the days paid for. After the Thursday, all pre-booked places for the following week are duly charged for. Changes can also be made up until this date.

If payments are not received in advance your child will not be able to attend either club.



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Emergency bookings

If you need to make an emergency booking, please contact the office.

Cancellation of a booking

A credit will be given if the school is closed due to weather conditions or other unforeseen circumstances stopping the school from opening or the club operating. Absence due to sickness will be credited.

Accidents

Should your child have an accident, our first aid trained staff will offer appropriate treatment and complete an accident report record. You will be asked to sign this so we know you have been informed.

In the event of a fire

Current school procedures will be followed. The children will take part in termly fire drills so they are aware of the procedures.

Behaviour

We follow the school rules with regards to behaviour to ensure consistency for the children. Any inappropriate behaviour will be recorded and reported to Mrs Richards.

Mrs Richards (Headteacher of St Nicholas Church of England School) has the overall responsibility of both the Breakfast and Fun Club. However, the daily operation of the Breakfast and Fun club will be overseen by Mrs Alexander and Mrs Hunnisett.

Please do not hesitate to contact us via the office if you have any questions or queries.

Mrs Heather Richards
Headteacher
September 2022



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