

## Arrivals and Departures

### Breakfast club

Parents drop their child off at the breakfast club entrance (at the back of the school hall).

Attendance is recorded in the breakfast club's register.

Breakfast food and drinks are available until 8.10am

A member of the school staff will ensure KS1 pupils are confident in moving from the breakfast club to their respective classes.

### After School Club

The collection point for parents is at the back of the school hall. Occasionally this may move to the School Foyer.

Reception, Year 1 and Year 2 pupils will be escorted to the club (usually always in the school hall) by their class staff and/or ASC Staff. Older pupils will find their own way.

All children will be recorded in the after-school club's register upon arrival.

If a pupil arrives at the collection point, but is not on the register, a staff member will check with the school office and the parent. Whilst doing so the child may wait at the school office.

Where there are children booked to attend the club, but they have not arrived, the club will refer to the office staff or class teacher, if the child was in school but not present at the club, a staff member will call the children's parents immediately.

Children are offered a wide range of snacks and drinks shortly after registration. Although ample, these are not meant to replace an evening meal or home tea. Snacks do not require cooking and are mainly finger foods.

### Useful Contacts

Below is a list of useful contacts should you have any queries or concerns.

#### Extended Services Manager

Mrs Katie Raine

#### School Office

Mrs Claire Stokoe

01258 452025

[office@pimperne.dorset.sch.uk](mailto:office@pimperne.dorset.sch.uk)

#### Safeguarding

**The DSL:** Mrs F Waller

**The Deputy DSL:** Mrs S Groves

**Team:** Mrs Katie Raine

[safeguarding@pimperne.dorset.sch.uk](mailto:safeguarding@pimperne.dorset.sch.uk)

**All members of the public have a duty to call the police if a child is at risk of harm.**

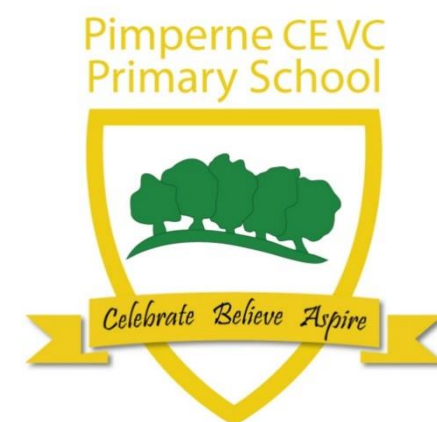
The public can also contact the  
**Children's Advice and Duty Service on:**  
**01305 228558**

**When in school - all concerns MUST be reported to staff. This will be emailed directly to the DSL.**

**Safeguarding ALWAYS takes priority.**  
**Please help us keep our children safe.**

# Pimperne Primary School

## Breakfast Club & After School Club



Pimperne Primary School believes in creating a safe, welcoming and stimulating environment for all the children in its care. The school believes that a safe social atmosphere helps children of all ages to develop their social skills and confidence, as well as supporting our working families.

In order to help and support parents, the school aims to provide an affordable and convenient wraparound childcare service. Breakfast and after-school clubs are made available to children aged 4 to 11, allowing parents more flexibility with their working hours.

The clubs usually cater for up to 30 children at a time, ensuring that there is a minimum staff to child ratio of 1:15 at all times.

### **We provide:**

Breakfast Club from 7.40-8.30am

'The Orchard' After-school Care from 3.00-5.30pm or 3.00-4.15pm

These are made available to all children from Reception to Year 6.

### **Aims**

- To provide an affordable childcare provision both before and after school for parents/carers
- To continue to build positive links/relationships with children and parents
- To provide children with a safe, welcoming and nurturing environment before and after school
- To provide a calm and organised play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community
- To provide stimulating and engaging activities that are age appropriate
- To ensure high expectations in behaviour and actions that reflect our school values

## **The Team**

### **Breakfast Club**



Mrs Liz Brookes



Mrs Chrissie Birch



Mrs Fiona Knight



Mrs Kelly Andrews

### **After School Club**



Mrs Katie Raine



Mrs Gillian Gale



Mrs Amy Edwards

## **How to book**

A 'Registration form' **MUST** be completed which details any medical needs, allergies, emergency contacts etc. Once completed and returned to the School Office you are welcome to book online and pay through your ParentMail account.

All Breakfast Club and After School Club sessions are available to book on our online portal - ParentMail. Bookings need to be made at least 8 days in advance as the system will close to allow us time to process bookings and ensure the right staffing is in place.

•All fees must be paid at the time of booking via ParentMail or within one week when an emergency telephone call is received to book a place

•Fees should be paid by electronic transfer

•No place will be given if prior payments are not made in a timely manner

•The clubs accept childcare vouchers

•Fees are charged if attendance is booked and the child does not attend, unless 48 hours notice is given.

•Late collection will result in the next sessions fees being applied. Or in the event of the collection past closing time, a charge will be made in line with staff costs.

•You will need to book Breakfast Club and After School Club in advance using 'Parent Mail'. All bookings must be made 8 days in advance using the online system.

•Last minute bookings and those not made via 'Parent Mail' 'on-line booking system will incur a further manual administration charge of £2.50 per child, per session and may/may not be successful if the club is fully booked.