

Arrivals and Departures

To ensure the continual supervision of children, all children must be signed in and out of our care by an adult.

Children must be signed into Breakfast Club from 8:00am. From Breakfast Club a member of staff will escort children to the class line where their teacher will meet them and mark their attendance on the school register.

At the end of the school day, Reception children are escorted and signed into Tea Time Club by a member of the EYFS team. Year 1- 6 are sent directly to Tea Time Club from their class. All children are then marked on a Tea Time register and must be signed out by an adult on collection.

Late Arrivals and Collections

Breakfast is served between 8:00am - 8:30am. Please note that if your child arrives after this time, we will not be able to provide your child with breakfast. Please note even if you arrive late, you are still required to pay £3/£2 for using out of hours provision.

Tea Time Club children are to be collected by 5:20pm to be offsite for 5.30pm. If you will be late to collect your child you will need to phone the Club's mobile to advise them.

If you are late in the collection of your child you will incur a £5 fee and on the second occasion lose your place. In the event that a child is not collected and we are not able to make contact with you we will inform the police and/or Children's Services.

Facility available to Suffolks' Staff

Staff who have children not on roll at Suffolks Primary can use the ASC facility, but must credit their parent pay account before use.

Suffolks Primary School

Breakfast Club 8.00 – 8.45am

Tea Time Club 3.30 – 5.20pm

Office telephone Number:

0208 804 1534

Email:

office@suffolks.enfield.sch.uk

Breakfast Club Lead:

Mrs Caroline Cornell

Breakfast Club Support Staff:

Miss Simone Titman

Tea Time Club Leads:

Ms Debbie Boudier

Miss Simone Titman



Suffolks Primary School

(Dfe Registration Number: 102005)



Handbook 2023 - 2024

Mission Statement

We aim to promote the development of children in a safe secure and happy environment. We also aim to provide a range of stimulating, challenging and enjoyable experiences for all the children.

The clubs are open to all children in full time education at Suffolk's Primary School. Priority is given to children of working parents and children of families in need.

The Breakfast Club and Tea Time Clubs are based in the school and can be accessed via the school office on Brick Lane. At Breakfast Club children are given a healthy breakfast with a selection of cereal, bread, fruit, pancakes and juice. Children at Tea Time Club are offered a healthy snack such as fruit, sandwiches and juice. Water is freely available at all times. At both Clubs, children are free to participate, under the supervision of the staff, in a range of free play and structured activities. More information is available on request.

Times and Attendance

All days booked must be paid for in advance and you will be charged unless your child is absent. We are no longer offer emergency care at short notice.

The Breakfast Club provides care for children from Monday to Friday 8:00am – 8:50am (start of school) term time only.

Tea Time Club provides care for children from Monday to Friday from 2:30pm until 5:30pm (term time only).

Activities

We provide many activities at the Breakfast & Tea Time Club. Children are encouraged to take part in the planning and setup of activities. Children have the choice to join in activities that interest them and have access to outside play.

We provide a range of activities including:

Board games, Painting and drawing
Arts & Crafts Team games
Listening to Music, Computer
Reading/Work Corner
Cooking, Climbing frame
Outdoor activities

Staffing

The clubs are run by our own Suffolk's Primary staff team. All members of staff are DBS checked and there is always a Paediatric First Aider available on site. If you have any queries, please contact the School Business Manager.

Equal Opportunities

For more information please see Suffolk's Primary School Equality Policy. We aim to cater for the individual needs of all children in our care. If your child has specific needs, please organise a time to speak with the manager in order for us to assess whether or not we can offer a place to meet their need.

Behaviour

Staff encourage positive behaviour through praise and appreciation of children's achievements. The principles outlined in the Suffolk's Primary School Positive Behaviour Policy are adhered to in both clubs. Appropriate sanctions will be applied where children do not adhere to instructions from the staff, for example, time out from activities, parents informed (verbally and written where appropriate) and, in the unlikely event that they continue to display inappropriate behaviour, permanent exclusion will be applied.

Medical Conditions

Please ensure that you include all relevant information on the registration form concerning your child's allergies and any specific medical needs.

Complaints

We aim to deal with all complaints by mutual agreement within the club; please discuss any concerns first with the School Business Manager. Should you feel that your complaint has not been adequately dealt with or is of a particularly serious or sensitive nature, you should follow the Complaints Procedure as outline on our school website.

Signing the Register

Parents/Carers are required to sign the registers at Breakfast and Tea Time Club. This is for Health and Safety reasons and is an essential part of the Contract. Failure to comply will result in your child's place being withdrawn.

Notification of Sick Absence

Please ring the School Office, as you normally would if your child will be absent.

Cost

The Club is open for children of Suffolk's Primary School. A registration form must be completed before any pupil is able to attend the clubs. All children must fill in a registration form before attending Breakfast and/or Tea Time Club. Fees for September 2022 - September 2023 are as follows:

Breakfast Club

From 8:00 – 8:45, £3 / £2 per sibling per session.

Tea Time Club

From 3:30pm- 4:00pm. £4.00 per session

From 3:30pm – 5:20pm. £7.50 per session

NB. No sibling concessions for teatime club.

If your child's Tea Time club attendance clashes with an extra-curricular activity, you will be required to pay for the activity first to secure your child's place. Your child will then be taken to Tea Time Club afterwards.

Weekly Payment of Fees

Club fees should be paid in advance, weekly or monthly via Parent Pay. If you do not have a parent pay username and password, please request one from the school office.

The school operates a zero debt policy. Failure to comply and make payments in advance will result in your child losing their place at the Breakfast or Tea Time Club.

Late payments

You will be given a reminder letter if you fail to pay club fees on time. If fees are still not paid the following week you will receive a final letter to request the due amount. Your child will not be able to attend the club until the outstanding amount is paid in full. If you are having difficulty paying fees please talk to the School Business Manager to discuss a payment plan.

Late charges

In the event of your child repeatedly being collected late, a charge of £5 may be incurred and the matter could be referred to Social Services unless there are extenuating circumstances.

