Diss and Scole Primary Academy Partnership

Extended Schools Provision

(Breakfast, Early Start, Late Collection and After School Clubs)

Welcome Pack

Our Aims

We aim to provide a high quality service which meets the needs of both parents/carers and children.

For parents/carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service.

For your child, this means an environment that is safe, happy, supportive and nurturing. A place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy.

Introduction

We have dedicated and experienced staff with a Breakfast Club Leader at both schools, a Breakfast Club assistant at Diss and After School Leaders and assistants at both schools. All staff are fully DBS checked and appropriately qualified.

We offer an Early Start club at Scole for parents who need an early drop off from 8.30-8.45am. We also offer a late collection club for parents who need childcare up to 3.30pm only. Diss Infant school children are walked to Diss Junior school for collection at 3.30pm (from the Junior school). We operate a walking bus which is operated by staff at both schools.

At Scole, we offer Early Start, Breakfast, Late Collection and After School Clubs.

At Diss, we offer Breakfast, Late Collection and After School Clubs for pupils at both schools, situated at the Junior school.

The clubs cater for children at the Diss and Scole Primary Academy Partnership from the Reception year to year 6.

The Diss After School Club has its own dedicated mobile phone (07708642269) so that parents can contact staff directly, without having to go through the school switchboard (tel: 01379 642675).

The Scole After School Club does not have a dedicated mobile phone but parents and carers can call the Diss number in an emergency and the Diss team can contact the Scole team on the internal telephone system.

Session Details

Breakfast club runs from 7.45am to 8.30am on weekdays, term time only.

Early Start club at Scole runs from 8.30-8.45am.

Late collection club runs from the end of the school day (times dependent on year group/school) to 3.30pm on weekdays, term time only.

After school club runs from the end of the school day (times dependent on year group/school) to 6.00pm, on weekdays, term time only.

Fees
Early Start club - £1 per child per session.

Breakfast club - £4 per child per session.

Late collection club - £2 per child per session to 3.30pm only (no concessions)

After school club – Collection between 3.30-4.30 pm £4.50 per child per session (no concessions): Collection between 3.30-5.30 pm £9 per child per session (no concessions): Collection between 3.30-6.00 pm £10 per session.

All fees are payable in advance to secure the place: ad-hoc sessions fees should be paid when the session is booked at least a week in advance. Regular bookings fees must be booked and paid a week in advance, in accordance with our payment schedule, via the Parentmail App.

Parents who book for the late collection club and arrive after 3.30pm will be charged an additional fee of £4.50 (per child). This is to ensure appropriate staff:pupil ratios are maintained in accordance with regulations and to be fair and equitable to all. This will also ensure the club is not abused by booking children into the late collection club rather than the after school club by arriving late.

For After school sessions, parents and carers will be charged a late collection fee of £10 per child per night for every five minutes after 6.00 pm up to 6.15 pm. Thereafter £5 per minute will be applied. Our uncollected children policy will also be implemented.

Booking Sessions
Sessions can be booked by completing a registration and booking form available from the school offices or from the school websites. Children will not be able to attend any sessions at the clubs until a registration form has been completed and payment has been received. Completed forms should be returned to the school offices.

Ad hoc sessions – these must be requested using a booking form giving at least a weeks' notice. The parent/carer must pay for the session in advance using the Parentmail App.

What we offer
We provide a safe and stimulating environment where your child can play, explore, chat with friends or just 'chill out' before or after school. Each week a wide range of activities will be planned by club staff, including those based upon the ideas and suggestions of the children.

These may include crafts, games, sports, free play, computer games, outdoor play, role play and homework!

We offer a hot snack (jacket potato, beans on toast, cheese toasted sandwich, soup etc) to children at an additional cost (Oct 2024 £2 per child per day). Food must be ordered at the same time as booking children into the session.

Attending Breakfast Club at Diss
Children should be taken to the Junior academy via the main entrance by a parent/carer and signed in, anytime from 7.45 am each morning.

Breakfast will be available (for example a choice of cereals, bread, toast, jam and a drink) from 7.45 am until 8 am.

Children will be taken to class or walked to the Infant site at 8.30am.

Attending Breakfast Club at Scole
Children should be taken to the main entrance by a parent/carer and signed in, anytime from 7.45 am each morning.

Breakfast will be available (for example a choice of cereals, bread, toast, jam, ham and a drink) from 7.45 am until 8 am.

Attending Early Start Club at Scole
Children should be taken to the main entrance by a parent/carer and signed in, anytime from 8.30 - 8.45 am each morning.

Attending Late Collection Club
Children will be walked from the Infant academy to the Junior academy at the end of the school day.

Children at the Junior and Scole schools will walk from their classes to the after school provision.

Attending After School Club
Children will be walked from the Infant academy to the Junior academy at the end of the school day. The children will be offered squash, water and a biscuit and may bring a packed tea with them if they wish (no nut policy will apply). A hot, pre-ordered snack will be also available and must be booked at the time of booking onto the after school club.

Children at the Junior and Scole schools will walk from their classes to the after school provision.

Children will be released to their parent/carer who will be required to sign for their child confirming the actual time of collection. In the absence of a parent/carer, an authorised person may collect the child and a password system will operate. The authorised person will

be required to sign for the child and the parent/carer will be responsible for any late collection fees.