

St Stephens (Saltash) C P School

Friendship Time

(Before and After School Care)



St Stephens C P School
Long Park Road
SALTASH
Cornwall
PL12 4AQ

Morning Sessions start at 7.30 a.m. (**Breakfast is served until [8.15 a.m.](#)**)

Afternoon Sessions start at 3.15 p.m. and finish at 6.00 p.m. PROMPT
(**An additional fee is charged for late collection**)

School Telephone No: **01752 843561**

Friendship Time Mobile No: **07541 541548 (during club time only)**

Email: friendship@ssscp.org.uk

St Stephens School's Friendship Time aims to provide care in a safe and fun environment before and after normal school hours. The Club is open to all our pupils and we will do our best to accommodate the needs of your child.

The club is informal and friendly, allowing children a choice of activities: some children like to relax, whilst others prefer more physical activities. The club provides for both, quiet space and a free play area, as well as more structured activities. Play, rather than education, is at the heart of this club.

Registering with Friendship Time

A registration form **MUST** be completed before any child attends Friendship Time. Registration forms are available from the school foyer, or can be downloaded from the school website www.st-stephens-salt.cornwall.sch.uk

Bookings and Payments

Places are allocated on a first come, first served basis. We require 24 hours' notice on all bookings to ensure that we have the right supervision levels in place.

All sessions must be booked by email to friendship@ssscp.org.uk and paid for in advance via Parentpay. You can also make card payments in the school office but we cannot accept cash or cheques.

Regular sessions can be booked up to a term in advance.

No refunds can be made for missed sessions unless 24 hours' notice has been given. **We reserve the right to refuse further bookings if your fees are not paid.**

If you need to alter your regular booking, please let us know by email as soon as possible.

Charges

Morning Session	07.30 – 08.30	£2.50 per session
Afternoon Session	15.15 – 17.00	£8.00 per session
Afternoon Session	15.15 – 18.00	£10.00 per session
Late Collection Fee		£10.00

The price includes a choice of snacks and drinks, as well as fun activities. The cost does not change depending on the time you arrive or if you choose not to have food with us.

Help with Childcare Costs

The **Tax Free Childcare** scheme from HMRC

<https://www.gov.uk/government/news/tax-free-childcare-10-things-parents-should-know>, started in April 2017. Employer Voucher Schemes will gradually be phased out (from April 2018) but it might be worth checking with your employer to see what schemes they operate.

The Government offers a variety of ways to support childcare costs and they have a website called **Childcare Choices** <https://www.childcarechoices.gov.uk/>. It allows you to see what might work best for your family. We recommend that you do your research and work out what is the best way for your family so please take a look

There may be subsidies available for pupils claiming free school meals (applied for through Cornwall Council, not including Universal Infant Free School Meals). Please enquire with the school office.

Signing-in Arrangements

In the mornings, it is vital that children attending Friendship Time are signed in. Children in Reception, Year 1 and 2 must be signed in by their parents, whereas children in Years 3, 4, 5 and 6 can sign themselves in, unless we are notified otherwise by parents. Please report to the main reception to sign in your child.

In the afternoons, the sessions will take place in the Junior end of the school. Pupils in Years 3, 4, 5 and 6 will be directed straight from their classes at the end of the day, and will be registered by the club leader. Pupils in Years R, 1 and 2 will be collected from their classrooms by a club leader.

Signing-out Arrangements

After school sessions are now at the Junior end of the school. Please report to the **Junior School Gate** to collect children from after school sessions.

Mrs Silva will have the school mobile with her during all sessions – the telephone number is **07541 541548**.

After school club finishes promptly at 6.00 p.m. An additional charge of **£10.00** is payable if you do not collect your child by this time. No further bookings will be accepted until this charge is paid.

Non-Attendance

You must inform us if your child is not attending Friendship Time due to illness, by sending an email to friendship@ssscp.org.uk or by leaving a message on the school answerphone (01752 843561).

Cancellations

If you want to cancel a booking, please let us know as soon as you can, so that the places can be offered to other children. Please note that refunds are only available if 24 hours' notice has been given.

Food

All food and drink provided will be healthy and in line with our Healthy Schools Policy.

Parents must list any food intolerances and allergies on the registration form. We will cater for any special diets where possible. Children will be encouraged to actively participate in food preparation and tasting during Friendship Time.

Every morning, our amazing school cook provides a nutritious breakfast. The children are encouraged to help themselves, sit down and talk together, and help to clear up: the idea is that our breakfast replicates as far as possible, the atmosphere of a family meal. At the end of the session, the children are well fed, happy and ready to learn.

Please note that breakfast is served until 8.15 am, so please make sure your child arrives in plenty of time if you want them to eat with us. At 8.30 am, children attending breakfast club will join the rest of the children entering their classrooms.

During the afternoon sessions, food and drinks are prepared by the club leaders or the children themselves. They regularly have food based activities.

Staff

All sessions are led by our Friendship Time leader, Mrs Silva and assisted by a team of assistants. All leaders are employed by St Stephens School. They are DBS checked and hold appropriate training in child protection, first aid and food hygiene.

Communication

We aim for every child to be happy and comfortable at Friendship Time. You can help us by providing as much information as possible about their likes and dislikes on their registration form.

Any information relevant to a particular day can be discussed briefly at drop-off. If you have any more detailed issues that you would like to discuss with club staff, then you can arrange a mutually convenient time for a telephone call or short meeting outside of club operation times.

As you will appreciate, the club leaders have several children to look after and cannot pass individual messages on to class teachers. If there is something that the class teacher needs to know, then please write a note or call the school office.

Sickness, Accidents, First Aid & Emergencies

If your child becomes ill or has an accident during a session, every attempt will be made to contact the emergency contacts listed on your initial registration form to arrange collection. If you change any contact details, please ensure you let Breakfast & After School Club know by sending in another registration form. Clubs operate under St Stephens School's standards and procedures.

Behaviour

We expect the same high standards of good behaviour as during the school day, in line with the school's Behaviour Policy. Any issues will be brought to the parents' attention by the club leader. In the unlikely event that issues cannot be resolved the child may, at the discretion of the governing body, be asked to leave the club.

If you have any concerns about the way the club is being operated, please raise them in the first instance, with the Headteacher, Mrs Landers.

'Friendship Time' Registration Form & Parent/Carer Agreement

Email: friendship@ssscp.org.uk Friendship Time Mobile 07541 541548



Child's Name		
Class		
Address		
Emergency Contacts <i>Name & Relationship to Child</i>		
<i>Telephone</i>		
<i>Email</i>		
Medical conditions, intolerances or allergies		
Specific dietary requirements?		
Any Other Information ? <i>Likes/Dislikes, etc.</i>		

I have read and accept the 'Friendship Time' Agreement and understand that:

- My child will be provided with a snack and drink whilst at the club, unless otherwise requested.
- My child/ren will be collected from the club by a responsible adult whose details are listed on the Registration form
- My child/ren understand that the school rules and policies apply to these sessions
- I must not bring my child to club if they have **suffered vomiting or diarrhoea during the last 24 hours.**
- All bookings must be made by email to friendship@ssscp.org.uk. The Friendship Time mobile phone is only operated during club times.
- I must book and pay for sessions **at least a week in advance**. Payments must be made via Parentpay. Sessions can be booked a term in advance
- I must give the school at least 24 hours' cancellation notice. If I do not, my fee cannot be refunded.
- It is my responsibility to keep the club leader informed of any alterations to the information regarding my child, such as contact details and medical conditions.
- I accept that my child may take part in messy activities whilst at Friendship Time. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- Friendship Time finishes at 6.00pm. Failure to collect my child by 6.00 p.m. will result in a late pick up fee of £10 – no exceptions. If I do not collect my child by 6.30pm, and the club has been unable to reach me or any of my emergency contacts, I understand that the school will contact Children's Services.
- Unacceptable behaviour will not be tolerated and may result in my child being excluded from Friendship time.
- If my child has an accident during Friendship time, he/she will be treated by a qualified first aider and I will be informed as soon as possible.
- **In the event that my child requires immediate medical treatment before I can get to the hospital I hereby authorise the staff member present to consent to any emergency medical treatment necessary to ensure the health and safety of my child on my behalf.**

Parent/Guardian Name	
Parent/Guardian Signature	
Date	

St Stephens School 'Friendship Time' Booking Form

Email: friendship@ssscp.org.uk

Friendship Time Mobile 07541 541548



Child's Name _____

Week(s) Required

Sessions Required

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Session 07.30 – 08.30 £2.50 per session					
Afternoon Session 15.15 – 17.00 £8.00 per session					
Afternoon Session 15.15 – 18.00 £10.00 per session					
Total Amount of Booking			Date Paid on Parentpay		