

Bishops Tawton Primary School

Breakfast club and After School Child Care (Cabin club)



Opening Times:

Each club will run every day during term time at the following times:

Breakfast club: 7.45am - 8.35am

Cabin club: 3.15 pm - 5.30 pm.

Our clubs will have a limited daily capacity and will operate on a first come first basis, if you find you are not able book as the provision is full please contact the office.

Breakfast club

Breakfast club will be held in the school hall, Children will be met by a member of staff at 7.45am at the bottom gate. **Please note no admittance will be made after that time.**

Each child will be given a nutritious breakfast as well as lots of games and activities to keep them occupied. The breakfast menu is in line with our school's Healthy Food policy and consists of a choice of cereals served with semi-skimmed milk, apple/orange juice, toast or pastries with a choice of spreads.

At 8.35am KS1 children will be escorted to their classrooms by a member of staff, KS2 children will be able to make their own way to their class.

Fees

The cost is £4.00 per child to include breakfast and activities.

Bookings

All Bookings must be made using the online booking system <https://eduspot.co.uk/> we ask that all bookings are made for the following week by 2pm on the previous Friday. Bookings need to be paid for in advance to ensure that space is available and staffing is adequate for numbers. We are not able to accommodate children whose parent have not booked or paid in advance. It is not possible to turn up on the day and secure a place for your child. If you haven't booked a place in advance and then need childcare please phone the school and we will see if we can safely accommodate your child for that day.

Cancellation

If your child is unable to attend the session we ask that you cancel the session online as soon as you are aware and before the Friday 2pm deadline. We require at least 24 hours' notice of cancellation before the session. If your child is unwell and is not in school you will not be charged for the session. On cancelling, School Money will credit back your account automatically and the credit can be used to book another session. If the session is not cancelled or it is less than 24 hours before the session then you will be charged in full.

Staff

Each session is supervised by a member of our school staff. All our staff are appropriately qualified, including first aid training, child protection and food hygiene.

Cabin Club

Cabin club will be held in the Hall

At the end of the school day your child (ren) need to make their way to the Hall (Key stage 1 children will be collected by a member of staff)

Please ensure your child knows that they are attending cabin club that day.

At cabin club your child(ren) will have the opportunity to:

- Have a healthy snack, water or juice is available at all times.
- Play a variety of games and toys, inside and outside.
- Look at/read a variety of books
- Partake in craft activities e.g. painting/cooking/drawing/colouring
- Listen to music or Watch a video/DVD

Bookings

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If you haven't booked a place in advance and then need childcare please phone the school and we will see if we can safely accommodate your child for that day.

Late bookings can only be taken when the service is already open and space for an additional child is available. A one hour minimum is required for late bookings; these bookings will be charged at £4.80 per hour.

Fees

£4 per hour this can be broken down to 15 minute increments at £1 per 15 minutes.

£4.80 per hour for bookings made after the 2pm deadline the Friday before.

Cancellation

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Collection- TO PICK UP YOUR CHILD/REN PLEASE ENTER FROM THE TOP GATE, WEAR A FACE COVERING AND USE THE HAND SANITISER LOCATED ON THE PLAYGROUND. PLEASE WAIT ON THE TOP PLAYGROUND AND A MEMBER OF STAFF WILL BRING YOUR CHILD/REN OUT TO YOU. ONLY ONE ADULT TO ENTER THE SCHOOL SITE.

Children must be promptly collected by 5.30pm. **A fine will be issued at £5.00 for every 15 minutes after the 5.30pm deadline.** Any delays before 5.30pm will be charged at £1 per 15 minute increments.

If due to unforeseen circumstances you are not able to collect your child at the end of each session, two members of staff will remain with your child on the premises until the situation is resolved or you arrive. It is imperative that you call the School to let us know of any potential delay as soon as possible, following our uncollected child policy we are required to contact the authorities if a parent is more than 15 minutes late without any prior warning. We will do all we can to make contact with delayed parents before such action is taken.