

Endon Hall Primary & Nursery School

"Phoenix Club" - Before & After school provision



A: Hillside Avenue, Endon, Staffordshire, ST9 9HH

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"Phoenix Club" - Parent/Carer Information Leaflet

Our Before and After School Provision (Phoenix Club) opened in September 2013, and has expanded rapidly over time. It is a very successful addition to our school, providing care from 7.30am to 5.30pm, 5 days a week, during term time.

Phoenix Club is managed by the Headteacher and Governors of Endon Hall Primary & Nursery School. It is run by highly committed members of the school staff, who are familiar to the children and have the qualities and expertise required to make the club a success.

This leaflet gives parents/carers information about the aims, terms and conditions, and specific details regarding the organisation of the Phoenix Club. It is shared with all parents/carers at Endon Hall Primary & Nursery School, to ensure awareness of the terms and conditions. Any extenuating circumstances that may arise regarding this provision can be discussed with the Headteacher and all cases will be considered at the discretion of the Headteacher.

Opening Times:

Phoenix Club is open each morning and afternoon, Monday to Friday, throughout term time.

Phoenix Breakfast Club opening times: 7.30am - 8.45am (breakfast is served until 8.10am)

Phoenix After School Club opening times: End of school day - 5.30pm

Activities:

We provide structured play and wide ranging activities that are fun and enjoyable for the children. By the time the afternoon session begins, children will already have had a very busy day, so the emphasis for Phoenix Club is to provide a more relaxed atmosphere. We aim to vary the activities and involve children in developing ideas for activities.

Healthy Eating / Snacks:

Breakfast includes toast/cereal/yoghurt/fruit and a drink, which is included in the cost of the session. Breakfast is served from 7.35am to 8.10am.

A light snack and a drink are provided in the afternoon, which is included in the cost of the session. It is important to note that this is only a snack and is not intended to replace a meal.

Fees (currently):

Before School only (with breakfast)	£6.75
After School only (with snack)	£9.50
Full day (before and after school - with breakfast and afternoon snack)	£15.75

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Siblings receive a 10% discount (applied to the second/third sibling for every full paying child), and anyone booking a full day (breakfast AND after school) will receive a 50p discount (£15.75 instead of £16.25).

Our method of payment is Arbor. When logging into Arbor, parents/carers can book the sessions required, if there are sufficient funds within the child's 'Wraparound care' balance. These can be booked daily, weekly or termly and the cut off is 1 hour before the session starts.

We accept Childcare Vouchers and are registered with the majority of voucher companies. Please inform us of your child's reference number (or TFC code) and which company you are registered with so that we can ensure we are set up and able to receive payments. Please also notify us via e-mail when a payment is made, to enable us to record these payments within Arbor as they are received. We ask parents/carers to work ahead with timescales for vouchers to clear as we rely on Staffordshire County Council allocating the funds, before we can assign them to your child's balance. This can sometimes take up to 2 weeks.

Fees must be paid for every session reserved and refunds are not payable for holidays taken in term time, any leave of absence, sickness, medical related absence and/or school closure beyond our control.

Once the maximum number of children are booked in for any one session, no further bookings will be able to be made.

Late Collection Fees:

Late collections (according to the Phoenix Club clock) will result in a penalty charge. This is charged at £5.00 for the first 0-15 minutes and £5.00 for every 0-15 minutes thereafter (per family) and is to be paid within one calendar month of the date of the late collection. Account adjustments are made on Arbor to reflect any additional costs. The late payment charge still applies, even if parents/carers have notified us that they are going to be late.

Bookings:

Your child will not be able to begin a Phoenix session if they are not booked onto that session. We ask parents/carers to please ensure they have booked their child/children in for the session BEFORE arriving for that session.

Once bookings are made by parents/carers, payment will have been taken for the session/s and your child's attendance will be expected at that session. We cannot cancel sessions for any reason once they have been booked, even if your child doesn't attend the session.

Safeguarding / Security:

The same stringent security procedures in place during the school day will apply during Phoenix Club opening times. Phoenix Club is managed by the Headteacher and the Governors of Endon Hall. The Safeguarding and Health & Safety of our children is a priority at all times.

Supervision of children outside of the Phoenix Club opening times remains the responsibility of the parent/carer. Children must be escorted to and from the building by their parent/carer or other nominated person.

Children will only be allowed to leave Phoenix Club with their parent/carer or other nominated person (by prior arrangement with the staff). Where a parent/carer does not arrive by 5.30pm and no reason is communicated for the late collection, a telephone call will be made to the parent/carer. Where neither the parent/carer nor the additional contacts can be reached, the Safeguarding Policy dictates that the Local Authority Safeguarding Team will be contacted, to ensure that safe provision is made for the child. Phoenix Club has its own mobile telephone; which parents/carers can use to communicate with staff. Phoenix Club is based in the mobile classrooms, with access via the front pedestrian gate and round the front of the school building to the side mobile door.

The Phoenix telephone number is: 07340 552129

The staff car park is not accessible to parents/carers for the purposes of Phoenix Club drop off/collection. We ask parents/carers who are parking on the roads leading up to Endon Hall Primary & Nursery School, to park safely, legally, and to please consider our neighbours.

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