



## Our Vision Statement

*"At St Peter's we have high expectations where everyone achieves and succeeds within a safe, inclusive Christian community. We promote independence, respect and empathy. Through an exciting curriculum, children are inspired to become lifelong learners and active world citizens."*

### BASE (BREAKFAST/AFTER SCHOOL CLUB)

Person Responsible:	Resources Committee
Review Period:	Annually
Status:	Optional
Date Adopted:	Autumn 2019
Next review:	Summer 2020
Ratified by Governors on:	5 July 2019

St Peter's BASE (breakfast and after school club) provides an extended day for pupils. This supports working families by providing a safe, healthy, relaxing and fun environment for pupils from 7:45am to 8:45am and from 3:15pm to 5:45pm, on school days. BASE staff are employed directly by St Peter's C of E Primary School and undergo all necessary safeguarding checks and training.

#### BASE will:

- be well resourced and valued by the school, by children and by parents
- impose no extra burden on the smooth running of the school day
- be open on school days and during the summer holiday (depending on the availability of staff)

BASE is subject to the same policies and procedures that apply to the school. These include the Equality Policy and.

- Staff will be trained in first aid and food hygiene as appropriate
- Maximum adult/pupil ratio is 1:8 for pupils aged under 8 years and 1:10 for pupils aged 8 years and over.
- The Head Teacher is ultimately responsible for the management of BASE, though the Deputy Head Teacher may act on her behalf.
- It is not expected that a member of the Senior Leadership Team is on site whilst the club is in operation, though usually this is the case for a large proportion of the time
- BASE is subject to the same policies, procedures and expectations that apply to the school and are subject to the same reporting procedures for any incidents which are discriminatory based on; race, nationality, gender, disability or sexual orientation. The school's Safeguarding and Child Protection policies will be adhered to.
- The same rules, expectations and procedures apply that are the basis of the school's Behaviour Policy.
- As well as informing the Head Teacher, Staff must inform each other of any staff absence so that cover can be arranged.
- An 'annual report to governors' will be prepared each July, detailing figures on: occupancy/waiting lists, number of families using BASE, ages/year groups, number of late fees charged, staffing, etc, along with details of future developments.



## Terms and Conditions – for parents

To attend BASE, Parent/Carers need to:

- **Pre-book** all places.
- Register their child's details. Bookings for BASE places cannot be accepted without a Registration Form being completed for each child and the parent agreeing to the behaviour and late collection policies.
- Parents must inform staff of any pupils with special dietary requirements including allergies. Each child's dietary needs will be discussed to ensure correct provision.
- Parents must always accompany their child/children when dropping-off in the mornings.
- Parents must be registered on the SCOPay system in order to make payment. Please speak to someone in the school office if you cannot login.
- Attendance is not a statutory requirement and no extra support can be provided by the school for individual pupils.
- Parents must guarantee their children's good behaviour. Parents will be informed if their child significantly misbehaves and may be removed from the register, and payment reimbursed if appropriate.
- Invoices/balance notifications will be sent at the end of the month, for the following month. Payment must be made within 14 days. Continual late payment may result in your child being removed from the BASE register. Payment can be made; via SCOPay, using childcare vouchers, or via the tax-free childcare system. Please ask for further details.
- Prices are reviewed annually and published separately. Please speak to staff if you require a copy.
- **Money is not refundable** for absence due to illness or other family commitments. Money is refundable however for reasons caused by the school e.g. school closure, residential visits.
- Parents may reserve places every day of every week or for a specific combination e.g. every Monday or every Wednesday.
- Ad hoc booking will be accepted but only if there is a vacant place available. Please check in advance as we cannot guarantee a place on the day. 48 hours' notice must be given if a place is cancelled, otherwise the full session charge will be payable.
- One month's notice of cancellation of a regular booking must be given.
- No responsibility will be taken for pupils before 7.45am and they must be collected promptly at 5.45pm. Parents must alert BASE staff by phone if they are going to be late collecting their child.
- If the agreed finish time is 4:30pm but your child is collected late, you will automatically be charged until 5:45pm. If the agreed finish time is 5:45pm, but your child is collected late, you will be charged a late fee of £25 for every 10 minutes. Your BASE place may be removed after two late pick-ups.
- In the mornings breakfast will be served, in the afternoon a snack/tea is served (this is not a full dinner).
- BASE is subject to all the same regulations, processes and procedures as described in the school's Safeguarding policies and in all associated health and safety, employment, and child protection policies.
- BASE is also subject to all relevant Risk Assessments (available from the school) and has its own specific Risk Assessment.
- Parents must inform staff of a child's absence by phone or email.

**Contact Details:**

[base@stpeters-farnham.surrey.sch.uk](mailto:base@stpeters-farnham.surrey.sch.uk)

**Mobile 07523 638 083**

**School Office 01252 714115**



## **BASE Price List – for parents**

Prices are valid for the period: 1 September 2019 to 31 March 2020

As you know we are very fortunate to have the excellent BASE facilities on site. It is extremely popular, and the children always say how much they enjoy it. If you choose to use the facility, the cost per session will be:

Breakfast Club (7:45am to 8:40am)	£5.00 per child (includes breakfast)
After School – Session (3:15pm to 4:30pm)	£7.00 per child (includes snack)
After School – Extended Session (3:15pm – 5:45pm)	£14.00 per child (includes snack)
Late collection fee (if picking up after your agreed finish time 4:30pm)	£7.00 per child
Late collection fee (if picking up after your agreed finish time 5:45pm)	£25 for every 10 minutes

A sibling discount of 10% will apply for second and subsequent children.

A staff discount of 20% will apply for children of any member of staff.

We always aim to keep our prices competitive and our prices ensure we cover the costs of equipment, facilities and staffing.

Please contact [base@stpeters-farnham.surrey.sch.uk](mailto:base@stpeters-farnham.surrey.sch.uk) to make enquiries.

**Out of School Alliance**  
The one-stop shop for out of school clubs