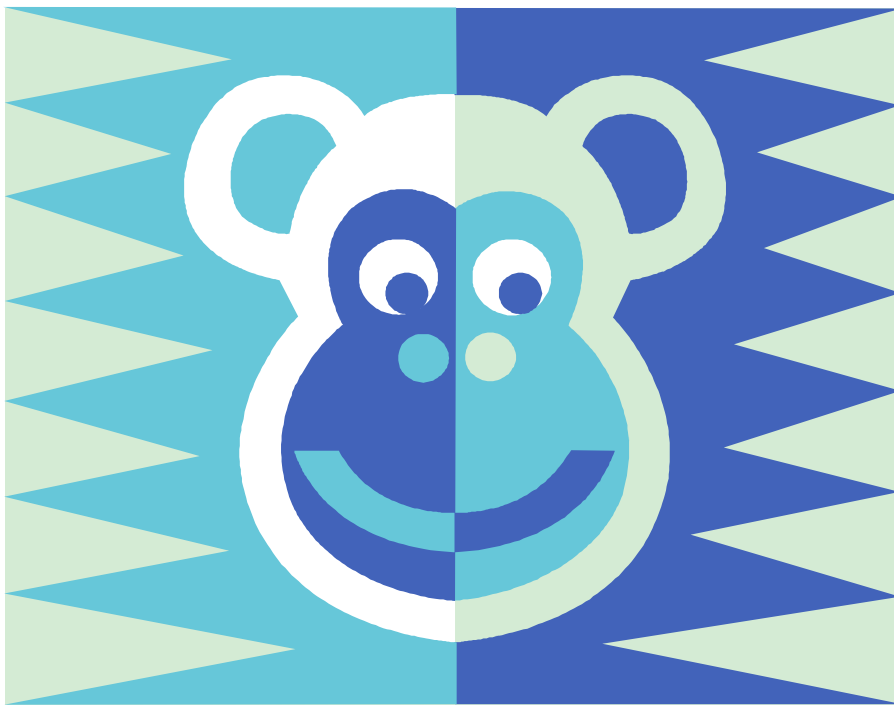


Welcome to Breakfast and 326 Clubs



Breakfast and 326 Clubs @Codicote School



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Codicote School Breakfast and 326 After School Clubs provide wrap around care for children who attend Codicote School. It offers your child a safe stimulating place in which to play, relax or take part in activities and crafts.

The clubs are a non-profit making organisation, managed by the Head teacher, staff representatives, and school governors. It is run by 326 leaders and play leaders, employed by the school.

Contact Details

The 326 Club Leaders can be contacted on: 07805146195 during the hours of 3.00 - 6.00 p.m. or via the School Office on: 01438 820255, during the school day. Emails can be sent to admin@codicote.herts.sch.uk and will be forwarded to the relevant staff.

Our clubs aim to:

- Provide a happy, safe, warm and stimulating environment for all children.
- Help children to develop responsibility for themselves and their actions, and to become competent, confident, independent and co-operative individuals.
- Encourage children to have a positive and respect for both themselves and other people.
- Promote a positive relationship with parents/carers, and work in partnership with them to provide high quality play and care for their children.

Booking Arrangements

- Sessions may be booked by contacting the Breakfast and 326 Club Leaders, or via the School Office.
- Registration Forms must be completed for every child attending Breakfast and 326 Clubs.
- For 326 Club, sessions need to be booked, and paid for, in advance, for the half term ahead. Two weeks' notice is needed, should you no longer require a place.
- Unfortunately, refunds cannot be given for the occasional day off, as staffing has to be planned in advance. The 326 staff still need to be informed, that the child will not be attending the session.

- Payment can be made online, via the school gateway, through a voucher scheme or by cheque - made payable to: Codicote Primary School. Payment needs to be made within 5 to 10 days on receiving the invoice.
- Currently, Breakfast Club sessions can be booked via email up to a day in advance, and are charged accordingly. However, as numbers increase, this is subject to review.
- Children attending a club prior to 326 - for example, Netball or Football Club, are charged for the full session from 3.20 p.m.

Organisation

Both clubs provide childcare during term time.

Breakfast Club

Breakfast Club is open from 7.30 a.m*. until 8.50 a.m. Entry is through the 326 room outside door. At 8.50 a.m. children are taken to their classes by staff. Children are offered a choice of items for breakfast. They are able to play indoors and outdoors until the gates are unlocked, depending on the weather.

326 After School Club

Children in Reception and Key Stage 1 are collected from classrooms by the 326 staff. Children in Key Stage 2 go directly to the 326 club at the end of school. A register is taken on arrival and the children are given a healthy snack and drink. For those staying until 6.00 p.m. a **substantial snack** is provided. Collection is from the 326 room and children must be signed out by a parent/carer. If a different person from usual is collecting the child, please inform the staff in advance; the child's individual password will be needed.

Fees*

Breakfast Club: from 7.30 a.m. to 8.50 a.m. - £4.50

Session 1 : 3.20 to 4.20p.m. - £4.50

Session 2 : 3.20 to 5.20p.m. - £9.00

Session 3 : 3.20 to 6.00 p.m. - £13.50

An additional £10 charge per child for every 15 Minutes late for collection will be made to cover additional staff costs.

*from 1/1/25

Activities

The sessions are structured to include quiet time and free play as well as planned activities. The clubs are based in the 326 room, with use of the lower playground, once the side gate is closed.

A wide range of activities is available each week. These may include:

- Creative - painting, drawing, cutting, sticking and model making.
- Use of computer.
- Free play with activities chosen by individual child - inside and outside.
- Imaginative play - dressing up and role play.
- Messy play - clay and dough.
- Musical instruments.
- Physical activities - inside and outside.
- Play Station, Nintendo Wii and Ds
- Chromebooks
- Netbooks
- Construction - Lego, etc.
- Gardening.
- Table Tennis and Snooker.
- Football
- Board Games
- Puzzles
- Roller skate/scooters

Policies and Procedures

326 and Breakfast Club follow school policies for most aspects. Policies are stored in the 326 room and on Central Resources. These include:

Child Protection

Behaviour

Complaints

Equal Opportunities

Health and Safety

SEND

Food preparation

Late Collection of Children