



Roman Road Primary School

Breakfast Club & After School Club



INVESTOR IN PEOPLE

More than just tea and toast.



As many of you will know Roman Road School does offer After School and Breakfast Club provisions.

This booklet is to remind those of you who presently use the service, or wish to use the service in future, of some key points.

Breakfast club

- Every morning the Breakfast Club staff will be there to help serve breakfast.
- Breakfast is served from our school kitchen.
- There will be a variety of Board games available

Starts at 7.30am until start of the school day

After school club

- Every day we run an After School provision, where staff provide fun activities, a small snack and a drink in our school kitchen.
- There will be a variety of activities available

Starts 3:15 pm to 5:45pm

Due to health and safety numbers are restricted to 22 children max in Breakfast club and 20+2 children max in After school club.

After School Club Activities

Day	Activities
Monday	Arts and Crafts
Tuesday	Gardening and Sports
Wednesday	Cookery
Thursday	ICT/Photography and Construction/Board Games
Friday	Movie night



Breakfast Club

More than just tea and toast.

Information

Pricing

Breakfast club costs £3.50 per day. Payment needs to be made one in advance on a Friday to cover the days your child will be attending the following week. No bookings will be available on the day and entry will not be granted. Refunds will only be made if the school is closed.

Breakfast

Every morning the Breakfast Club staff will be there to help serve breakfast. Breakfast is served from our school kitchen. There will be a variety of activities available.

Breakfast options range from toast, eggs, juice, cereal, beans and cheese. It may not be possible to always meet your child's special dietary needs so you may drop your child with a small snack.

Timings

Breakfast club runs from 7.30am to start of the school day. Your child may attend anytime between these times. Breakfast will be served until 8.20 am. Cooked breakfast will only be served until 8.00am. Cereal will continue to be served from 8:00am until 8:20am.

Rules and Expectations

Children are expected to follow behaviour expectations and school rules when attending Breakfast Club.

We reserve the right to refuse entry into Breakfast Club, if children do not adhere behavioural expectations.

Any verbal abuse towards staff will not be tolerated.

If you have any problems or concerns, please raise them with the club staff. If they are not resolved, please contact Mr Boakes

Children should not bring their own toys and games as these are already provided for them by the school.

Children should not be left unsupervised outside of Breakfast Club hours before 7.30 am.





After School Club

More than just tea and toast.

Information

Pricing & Payments

After school club costs £8.00 per day for **regular attendees (e.g. every Monday & Tuesday)**, which equates to £3.20 per hour.

Payments need to be made 5 days before the end of each term for the next half-terms bookings.

All payments are non-refundable.

Bookings

As mentioned above bookings should be made in advance in order to secure a space. Sometimes you may want to book After School Club at short notice or on the day. A place cannot always be guaranteed at short notice due to space. **The cost for short notice bookings is £13.00 per day.**

If after school club is full. Your child will be placed on a waiting list and places will be provided on a first come first served basis.

Lateness

We expect parents/carers to collect pupils no later than 5:45pm. If you know you are going to be late you must contact the After School Club by 5:00pm.

There will be a late fine of £5.00 per 10 minutes after 5:45pm. If you are late over 3 times in a term, your place may be withdrawn.

Activities

We will run a range of special activities depending on the day which such as Arts and Crafts, Gardening and Sports, Cookery, ICT/Photography, Construction, Board Games and Movie Night.

Advance bookings—£8.00/day

Short notice bookings—£13.00/day

Late collection— £5.00 /15 minutes

Rules and Expectations

- Children are expected to follow behaviour expectations and school rules when attending After School Club.
- We reserve the right to refuse entry into After School Club, if children do not adhere to behavioural expectations.
- Any verbal abuse towards staff will not be tolerated.
- If we have not heard from a parent/carer by 5:45pm we will contact the people listed as contacts. If we are unable to make contact at all, or if any of the contacts refuse to pick up the child immediately, we may at 6:30pm contact Social Services. If this happens, it is likely we will be asked to take the child to Social Services' office/Police, or they will collect the child from school.
- Please remember we will expect an adult (person aged 16 years or over) to pick children up at all times and we cannot let children go home on their own from After School Club. Failing to do so may forfeit your place.
- Our staff have families and homes too. Any parent/carer who is late picking their child up (i.e. after 5:45pm) will be charged an additional £5.00/10 minutes. If your child is collected late on 3 or more occasions during the school year, then those concerned may not be allowed to continue to use this service.

After School Club Telephone No: 07775 292 568



Q. What happens if After School Club is full?

A. Your child will be placed on a waiting list.

Q. How much will it cost?

A. 3:15pm—5:45pm **£8.00 per day.**

Payments in advance

Preference for places when you pay in advance.

Q. When should I pay?

A. Payments need to be made 5 days in advance at the end of each term for the following term if your child wishes to continue attending After School Club. All payments are non-refundable.

Q. Can I book club at short notice (on the day)

A. Sometimes you may want to book After School Club at short notice or on the day. A place cannot always be guaranteed at short notice. The cost for short notice bookings is :
3:15pm—5:45pm **£13.00 per day.**

Q. What do I do, if I'm going to be late to pick up my child?

A. We expect parents/carers to collect pupils no later than 5:45pm. If you know you are going to be late you must contact the After School Club by 5:00pm.

There will be a late fine of £5.00/10 minutes

Q. What is Breakfast Club?

A. Every morning the Breakfast Club staff will be there to help serve breakfast. Breakfast is served from our school kitchen. There will be a variety of activities available

Q. Must my child be there at 7.30am?

A. Not necessarily. Your child may attend anytime between 7.30am and 8.30am.

Q. What time will breakfast be served?

A. Breakfast will be served between 7.30 am and 8.20 am. Cooked breakfast will only be served until 8.00am. Cereal will continue to be served from 8:00am until 8:20am. Breakfast will not be served after 8.20 am.

Q. What is served for breakfast?

A. Toast, Eggs, Juice, Cereal, Beans, Cheese

Q. What if my child has special needs?

A. It will not be possible to always meet your child's dietary needs.

Q. How much will it cost?

£3.50 per day.

Q. When should I pay the £3.50?

A. Payment needs to be made one week in advance on a Friday to cover the days your child will be attending the following week. Refunds will only be made if the school is closed.

Breakfast & After School Club Leaders:

Miss Joseph
Miss Dodson
Miss Horide

Head Teacher:
Mr Mahmood

School Business Manager :
Mr D Boakes

Telephone: 0207 476 1602
Mobile: 07947 935 806
Email: info@romanroad.newham.sch.uk

Day	Activities
Monday	Arts and Crafts
Tuesday	Gardening and Sports
Wednesday	Cookery
Thursday	ICT/Photography and Construction/Board Games
Friday	Movie night