



Skool Is Out Breakfast Club 2020/21

Important Information, Terms & Conditions

(COVID-19 UPDATE March 2021)

Number of places

We have a total of 20 available places each day, Monday to Thursday.

Location

The Breakfast Club will run from the main school gym hall at James Gillespie's Primary.

Eligibility

The club is available for any child who attends James Gillespie's Primary School, from primary 1 to primary 7. Unfortunately, we are unable to accept nursery children or those from schools other than Gillespie's.

Prioritising places

We will prioritise places at the Breakfast Club for children already attending the after school club in the first instance. Any remaining places will be allocated to families on a first come/first served basis.

Days of operation

Please note that the Breakfast Club will operate Monday – Thursday only at present. We are currently unable to offer a service for a Friday morning due to low demand.

Timings

From March 2021 the Breakfast Club will commence from 7.30am, until the beginning of the school day. Please note that children will not be accepted into the Breakfast Club before 7.30am. Children should be brought to the reception at the school and parents should ring the bell and await entry from our Breakfast Club Practitioners. Please ensure 2 meter physical distancing is being adhered to at all times and that face coverings are worn in line with recent government guidance. Please do not enter the building at any time. Staff will then permit access to children.

A varied and nutritious breakfast will be served between 7.45am and 8.15am. Please note that if your child/ren arrives after 8.15am they may not be eligible for breakfast as our staff require sufficient time to clear away breakfast equipment before children are escorted to the playground for the start of the school day.

Staff will arrange to escort P1 and P2 children direct to their classrooms for the start of the school day while P3-P7 children are permitted to make their own way to their classrooms.

Cost and fee payments

The cost of the Breakfast Club is £6.00 per child per day with a 20% discount applied for siblings (£4.80 per session for second/third siblings only). A termly registration fee of £10.00 per family is payable at the time of registration (for non-after school club families only) and will be invoiced at the beginning of each term thereafter (3 terms in total).

Please note that owing to the recent period of closure, fee payments will be recalculated accordingly and issued to all registered families in due course for the remaining months of the academic year.

Our Breakfast Club fee rates and our registration fees are subject to change from August 2021, as per correspondence previously issued to registered families.

Our bank details for payment of Breakfast Club fees are:

Santander Commercial Bank

Account number: 86064187

Sort code: 09-01-51

Staffing

We will have a minimum of two staff on duty each day; our Breakfast Club Play Supervisor and a Breakfast Club Play Assistant. Our Breakfast Club will operate to staff:child ratios of 1:10. All staff have undergone the relevant checks as per our organisations policies and procedures, including PVG scheme registration.

As per new guidelines all Skool Is Out will be wearing face coverings for the duration of the Breakfast Club session.

Outdoor Play

With regret outdoor play is currently being paused while we adapt to new procedures for use of the school playground in light of the current situation. Any changes to this policy will be communicated with parents/carers in due course.

First Aid

There will be a certified First Aider on duty daily at the Breakfast Club and a first aid kit is located on site at all times.

Food Policy

We will provide a varied and nutritious breakfast daily, in line with the best practice guidelines: *"Hungry for Success - A Whole School Approach to School Meals"*. We will achieve this by:

- Ensuring fresh fruit is available daily;
- Cereals provided will have a sugar content of less than 10%. Examples include Cornflakes, Weetabix, Rice Krispies, Bran Flakes etc.;
- Milk provided will be full fat;
- Different breads will be offered over the course of the year to allow children the opportunity to taste and try different types. Examples of breads offered will include white, brown, granary or wholemeal toast. We may on occasion also offer rolls, crumpets or bagels;
- We will use butter for spreading on toast or rolls;
- No confectionery will be provided at our Breakfast Club. With regard to breakfast provision, confectionery is defined as cereal bars and processed fruit bars;
- Jam or honey will be offered as part of a balanced breakfast.

All staff working at our Breakfast Club will have the necessary Food Hygiene training.

Please note that in light of current restrictions there may be some variations to the above in the short term. We aim to offer our usual variety of snack options for all children in the coming weeks.

COVID-19 – Infection Prevention and Control and further information

In line with the school procedures an allocated isolation space is available should any child display symptoms of COVID-19, and the relevant school procedures regarding Track and Trace will be followed in such circumstances.

All children will be expected to wash their hands upon arrival at the club and to endeavour to maintain 2 meters physical distancing with staff and any child/ren out-with their class bubble. All staff will also wash hands upon arrival and at regular intervals and will wear facemasks throughout the session.

Skool Is Out staff will be undertaking enhanced cleaning measures in the Breakfast Club until further notice, including regular cleaning and disinfection of play spaces and resources.

Please ensure you are referring to the up-to-date Government guidance regarding quarantine if you or your child/ren have recently travelled abroad. Up-to-date information can be found at <https://www.gov.scot/news/>. It is imperative for the health and safety of all that you adhere to the relevant quarantine guidelines if applicable.

Communication

Please note in light of physical distancing requirements the bulk of our communication will be undertaken remotely, either by email or telephone call. Please email the office if you have any questions or wish to discuss anything relating to the Breakfast Club and your message will be forwarded to the relevant individual. At present no signing of forms etc. will be undertaken manually until further notice.

How to apply for a place

- (a) Enquire by emailing Skool Is Out at info@skoolisout.com to ascertain availability. A waiting list will be in operation and places will be allocated to families on our waiting list as soon as they become available.
- (b) If a space is available, please ensure you complete a Personal Plan/Registration Form for your child in advance of commencing.
- (c) You will be notified by email of the offer of a place.
- (d) You will be sent payment details prior to your child commencing at the Breakfast Club.

Terminating a place

We may terminate a child's place for the following reasons:

- (a) If your child/ren has left James Gillespie's Primary. The Breakfast Club is open to children who attend JGPS only.
- (b) Inappropriate or unwanted behaviour (please refer to our Contract Agreement for details)
- (c) Sporadic use of the service if/when the place is required by another family
- (d) Failure to pay Breakfast Club fees by the above outlined deadline date

If you wish to terminate your child's place at the Breakfast Club for any reason, or wish to amend the days your child/ren attend (subject to availability) please ensure you provide us with two weeks' notice, in writing.

Ad-hoc childcare

Please note that due to current restrictions we are unable to accept any ad-hoc childcare bookings at this time.

Further Information

Policies, procedures, and guidelines are regularly changing in light of new Government advice and any changes to our general terms and conditions will be communicated with all families at the earliest possible opportunity.

Further general information about Skool Is Out and the services we offer can be found on our website. We have a Parent's Only section of the website where parents/carers can log on to view important information about our staff team and read up on policies and procedures of the organisation. Please contact the office to request details of our password.

You will also be sent a copy of our Breakfast Club Contract of Agreement along with the registration documentation. Please ensure you read through this information clearly and sign off your agreement on your child/ren's Personal Plan/Registration Form, as this forms your contract with Skool Is Out.