



## **The Orchard Club @ St Dunstan's Catholic School**

*As we grow with God, we learn from each other.*



The Orchard Club @ St Dunstan's Catholic School exists to provide high quality out before and after school childcare for the parents of St Dunstan's Catholic School. The club is informal and friendly; it provides a range of stimulating and creative activities in a safe environment and is run by staff members.

The club operates from 7.30am to 8.45am before school during term time and from 3.15pm to 5.30pm after school during term time. **There will be no admission to The Orchard Club after 8.30am.** A copy of this policy is provided to all parents by email when their child is registered for The Orchard Club. **The Orchard Club will not be open during school holidays or on inset days.**

All parents must complete and return a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

### **Admissions**

- Only pupils attending St Dunstan's Catholic School are eligible to attend the Orchard Club.
- All places are subject to availability.
- Booking and payment must be made via School Gateway, in advance.
- Bookings cancelled the day before, will not be charged.
- Refunds will not be provided for sessions missed.

### **Arriving/Collection Arrangements**

To ensure safe arrival and collection, parents are required to hand over their child to Orchard Club staff at the Hub door before school, parents are required to collect their child from Orchard Club staff at the Hub door. If parents are arranging for another adult to collect their child, staff must be notified in advance.

### **Breakfast Club - £3**

Games and activities will be available in the hall after breakfast, which is available for all children arriving before 8.30am. All children are offered non-sugary cereals, fresh fruit, toast, yoghurt or porridge. 8.45am all children collect their coats and bags. KS2 children walk to their classrooms, EYFS & KS1 pupils are escorted by Orchard Club staff.

### **Afternoon Club - £8**

KS2 children walk to Orchard Room, EYFS & KS1 children are collected from their classroom by Orchard Club staff.

The Orchard Club use the playground and MUGA when available, weather permitting. School playground and sports equipment is available to the Orchard Club. Alternatively, indoor games and activities will be organised in the school hall or Orchard Room. Children may also socialise with friends, read or complete homework.



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### **Behaviour**

All children attending the Orchard Club are expected to:

- Use socially acceptable behaviour at all times.
- Respect one another.
- Participate in activities cooperatively with other children.
- Share with others.
- Ask for help if needed.

Positive behaviour is encouraged by:

- Staff modelling positive behaviour
- Praising appropriate behaviour.
- Share individual achievements with parents via Marvellous Me.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- If necessary, the child will temporarily be removed from the activity.
- Staff will explain why the behaviour is deemed inappropriate.
- Staff will consult with parents.
- Staff will refer serious incidents /persistent inappropriate behaviour to the Headteacher.
- If necessary, the Orchard Club place may be withdrawn.

The Orchard Club use the contact details and medical/dietary information held by the school, it is, therefore, most important that this information is kept up to date and the school informed of any changes, in writing.

Only medication prescribed by a doctor to be given four times a day, will be given once in the Orchard Club. A Request to Administer Medication form must be completed in full and handed to Orchard Club staff. Medication must be in its original container clearly showing the dispensation information. Medication prescribed to be given three times a day will not be administered by the Orchard Club.

If a child is not collected 15 minutes after closing and the Club has been unable to reach parents/carers or any emergency contacts, the Orchard Club will follow Birmingham City Council's Uncollected Children's Policy and contact Children's services.



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### **Government Tax-Free Childcare Saving Scheme**

This is a Government replacement for Childcare Vouchers; for every £8 you pay in, the government will add an extra £2, up to £2000 per year. Applications can be made via <https://www.childcarechoices.gov.uk/> If successful, you will need to set up 'St Dunstan's Catholic School' as a childcare provider in your account and provide us with your unique payment identifier. Your Gateway will be credited a few days when we have received your payment into our bank account.

### **Childcare Vouchers**

Childcare Vouchers allow employers to help employees with childcare costs. Childcare Vouchers are exempt from National Insurance Contributions and Income Tax for employees up to the value of £55 per week. Speak to your employer about this, all employers are able to register to provide their employees with a childcare voucher scheme.

St Dunstan's school are registered to accept payments from the Childcare Voucher Providers listed below. If your employer uses a different provider, please speak to the school office so that we can register to accept their vouchers.

<b>Government Tax Free Childcare</b>	St Dunstan's Catholic Primary School B14 7LP	Regulator Reference: 103455
<b>Computershare</b>	The Orchard Club St Dunstan's Catholic School B14 7LP	Account: THE1000
<b>Fideliti Childcare Vouchers</b>	The Orchard Club @ St Dunstans School B14 7LP	Regulator Reference 103455
<b>Edenred Childcare Vouchers</b>	The Orchard Club @ St Dunstans School	Childcare Provider Account P21307589
<b>Sodexo Childcare Vouchers</b>	The Orchard Club @ St Dunstans School	Carer ID 912472
<b>Bravo Benefits</b>	St Dunstan's Catholic Primary School B14 7LP	Carer ID The Orchard Club @ St Dunstan's School

### **Help Paying for Childcare**

Further advice about help that may be available to you is available from the Government Childcare Choices website. [Childcare Choices | 30 Hours Free Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](#)

Tax credits, despite the name, are benefit payments to support people with children or who are in work but on low incomes. There are two types of tax credits:

1. Child tax credit – for people with children, whether working or not.
2. Working tax credit – for people who work, whether they've got kids or not.

There is a user friendly section about paying for childcare on the MSE website [Tax credits: are you entitled to help? - MoneySavingExpert](#)

**07849 975 129 – only available during club hours.**  
*Bookings can only be made via School Gateway*



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All parents/carers must complete and return the registration form below, in order to be added to the booking system. Parents can then make regular bookings or ad-hoc bookings at The Orchard Club @ St Dunstan's School.

Child's Name	<i>Please complete a separate form for each child.</i>
Date of Birth	
Home Address	
Parent/ Carer Name(s)	
Allergies / Dietary Needs	<i>Please give full details or answer none.</i>
Medical Needs	<i>Please give full details or answer none</i>
Please name any other person(s), over 16 years old, authorised to collect your child.	<i>Please give full details or answer none</i>
Are There Any Section 8 Orders (under the Children's Act) Issued in Relation to Your Child?	<b>A Residence Order/Prohibited Steps Order/Contact Order or Specific Issue Order.</b> <i>Please give full details or answer none</i>
Will you be making regular or occasional bookings for your child?	
Will you be using Childcare Vouchers, if so which?	
Ofsted Details	<i>The Orchard Club @ St Dunstan's Catholic School Ofsted URN: 103455</i>
<ul style="list-style-type: none"> <li>• Only pupils attending St Dunstan's Catholic School are eligible to attend the Orchard Club.</li> <li>• Booking and payment must be made via School Gateway, in advance.</li> <li>• Refunds will not be provided for sessions missed.</li> <li>• I understand there will be no admittance to The Orchard Club after 8.30am.</li> <li>• I understand children must be collected no later than 5.30pm. Late collections will be referred to the Headteacher, the Designated Safeguarding Lead.</li> <li>• I understand bookings may be amended up to 4pm the night before, at no cost.</li> </ul>	
Signed _____ Parent/Carer	
Name _____ please print.	

**PLEASE RETURN TO THE SCHOOL OFFICE**

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