



The Orchard Club @ St Dunstan's Catholic School

As we grow with God, we learn from each other



All parents/carers must complete and return a registration form, 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. Please return completed forms to the school office.

Child's Name	
Date of Birth	<i>Please complete a separate form for each child.</i>
Home Address	
Parent/ Guardian Name(s)	
Allergies or 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. Please ensure the contact details school have for these person(s), are up to date at all times. If unsure, please check with the school office.	<i>Please give full details or answer none</i>
Safeguarding Are There Any Section 8 Orders (under the Children's Act) Issued in Relation to Your Child? A Residence Order/Prohibited Steps Order/Contact Order or Specific Issue Order.	<i>Please give full details or answer none</i>



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Bookings Will you be making regular or occasional bookings for your child?	
Payment Will you be using Childcare Vouchers, if so please give full details to ensure we are registered to accept them.	
Our Details	The Orchard Club @ St Dunstan's Catholic School Ofsted URN: 103455

<ul style="list-style-type: none"> • I understand that The Orchard Club is part of St Dunstan's Catholic School, and is covered by school policies and procedures. • I understand all bookings must be made and paid for in advance via School Gateway. • I understand places are limited, available on a first come, first served basis. • I will ensure contact details held by school are kept up to date. • I understand there will be no admittance to The Orchard Club after 8.30am. • I understand children must be collected no later than 5.30pm. Late collections will be referred to the Headteacher, the Designated Safeguarding Lead. • I understand bookings may be amended up to 4pm the night before, at no cost. • I understand sessions not attended will not be refunded. • I have read and agree with the terms and conditions of the Orchard Club Policy (attached). <p>Signed _____ Parent/Guardian</p> <p>Name _____ please print.</p>
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OFFICE USE ONLY

- School Gateway Added: Staff Initials
- School Voucher Registration:Staff Initials
- Bursary Registration:Staff Initials

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



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Please return to the school office.

Please keep for your records

The Orchard Club @ St Dunstan's Catholic School Policy

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In partnership with our catering provider (AIP), school offer a breakfast club run by our own staff. The Orchard Club @ St Dunstan's Catholic School exists to provide high quality 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 for our community.

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 is no admission to The Orchard Club after 8.30am.** A copy of this policy is provided to the parents of all children when they register with the club and also be available on the school website. **The Orchard Club will not be open on staff inset days.**

All parents must complete and return a Parents Agreement Form for each child before being able to book places.

There may be circumstances or occasions when the school allocates a place at the Orchard Club to a child. In this instance, the cost will be subsidised from the wider school budget. Any parent wishing to access this provision for their child, should speak to the Headteacher or Michelle Dowling (Parent Link Worker), confidentially. Tackling deprivation and disadvantage to reduce the attainment gap, is a core focus of extended school services.

Places at the Orchard Club for either breakfast or after school must be booked via your School Gateway app. For consistency and auditing purposes, bookings will not be able to be made via a phone call or in person.

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 can be amended via School Gateway.
- Bookings cancelled the day before, will not be charged.
- Refunds will not be available for sessions missed.

Arriving /Collection Arrangements

Parents are required to hand over their child to Orchard Club staff at the Orchard Club door before school, parents are required to collect their child from Orchard Club staff at the Orchard Club door, after school. If parents are arranging for another adult to collect their child, staff must be notified in advance.

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Breakfast Club - £3

In line with our Healthy School Policy, children have non sugary cereals, fresh fruit, toast, yoghurt etc. Children enjoy a broad range of activities every morning before going to their classroom.

Afternoon Club -£8

Children will have a fruit snack and engage in the wide variety of activities on offer, both inside and outside.

The Orchard Club use the playground and MUGA when available, weather permitting. School play equipment and sports equipment can be used by the Orchard Club. Alternatively, games and activities will be organised in the school hall or Orchard Room. Children may also socialise with friends or read quietly.

Behaviour

All children attending the Orchard Club are expected to adhere to the school's Behaviour Policy.

- 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 information held by the school. Please ensure that all details are kept up to date, particularly contact details, dietary and medical needs. Please inform the school as soon as possible if there are any changes to this information.

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 and handed to the Orchard Club staff. Medication required three times a day, will not be given in the Orchard Club.

If a child becomes unwell or has an accident whilst in the Orchard Club, parents will be contacted immediately.

If, due to unforeseen circumstances, you are going to be late, please contact Club staff as soon as possible on 07840975129

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

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St Dunstan's School accept Childcare Vouchers. The childcare voucher company you use will depend on which one your employer is registered with. Please inform the school office so that we can register with them, most childcare vouchers provide parent access to pay online via their website.