



Breakfast and After School

Parent Handbook

2024-2025

Contact Information

Feltham Hill Breakfast and Afterschool is wraparound care run by Feltham Hill Infant and Nursery School for children who attend our school.

Angela White (Headteacher) and **Eleanor Farquharson** (Assistant Headteacher) have overall co-management responsibility for the provision.

The provision is staffed by existing Feltham Hill Infant School Staff. Administration and finances are organised by the school office.

You can contact us:

School Phone number: **020 8890 3814** Email: wraparound@fhi.hounslow.sch.uk

After Care Mobile - 07962608537

Please use this mobile number to contact the wraparound team during service. If you do not get through because of signal issues, please also try calling via Whatsapp.

About Us

Feltham Hill Breakfast and Afterschool is a wraparound scheme for pupils from Reception, Year 1 and Year 2 who attend our school.

During term time, the club is held from:

- **Breakfast Club**
7.30am until 8.40am at the cost of £5 per session
- **After School Club - Pick Up by 4.15pm**
3.30pm until 4.15pm at the cost of £6 per session
- **After School Club - Pick Up by 5.50pm**
3.30pm until 5.50pm at the cost of £12 per session

The breakfast club allows children to have a healthy breakfast **served between 7.30am-8.15am** in a safe and secure environment.

This is before school and whilst socialising and taking part in fun activities.

The aim of the afterschool club is to provide a relaxed and caring environment for your child in which they can unwind after their school day.

The children have the opportunity to take part in a variety of activities. We provide snacks and drinks for your child.

And a **cooked meal is served between 4.45pm - 5.15pm.**

All policies and procedures that apply to our school apply to after care; there are high expectations for behaviour and the same safeguarding policies and systems apply.

Our provision is staffed by our school staff including experienced early years practitioners and teaching assistants.

We hope you and your child find the provision both valuable and enjoyable. If you have any queries or concerns, please do not hesitate to contact Miss Farquharson via wraparound@fhi.hounslow.sch.uk

The Daily Routine

The Breakfast and After School provision runs every day during term in the small hall (excluding INSET closure days, and the afternoon sessions of the last day of each full-term - e.g. the day before Christmas/Easter/Summer holidays).

Breakfast:

Children can arrive any time after 7.30am.

Parents/carers press the 'ring doorbell' and a member of staff will communicate with you and let you in.

Breakfast is available between 7.30am-8.15am.

Your child will be taken directly to their classroom at 8.40 to start the school day.

Afterschool:

When the school day ends your child will be collected at 3.30pm by the after school club staff and brought to the school hall.

They will be provided with snacks and drinks.

Dinner is served between 4.45pm-5.15pm

When parents/carers are collecting, they will press the 'ring doorbell' and your child will be brought out to you by a member of staff.

To ensure the safety of your child we ask that regular adults collect them at the end of a session.

If your child is to be collected by another adult then they must be given the password for collection that you have given on your admission form. They will tell the staff member the password.

Please also email wraparound@fhi.hounslow.sch.uk.

Children will have access to the Year 1 toilets next to the small hall.

Food

We are committed to providing healthy options for the children and the staff and encourage them to make well balanced choices for their snack.

Children are offered breakfast, snacks and dinner.

Staff are trained in Food Hygiene and management of allergies.

We run the same system as the school for recording and providing for children with allergies. If your child has an allergy this must have been shared on registration.

Play

Our base is the Small Hall where we have a variety of play opportunities (including play figures, puzzles, construction, drawing).

These are planned to allow for talk and collaboration.

We may also offer some additional creative activities.

We avoid the use of electronic devices but may occasionally show age appropriate films on the screen.

Please do not allow your child to bring any toys in from home.

Attending after school Enrichment Clubs (Year 1 & 2 only)

Your child may attend an Enrichment club (e.g. street dance, cooking, football) and you can opt for them to attend afterschool wraparound provision following their club.

Due to staffing costs, the cost of the session will remain the same.

Accidents or Illness during the session

There will be a trained First Aider on duty during the session.

We follow all the same in school procedures; accidents and illness will be logged and parents informed in line with our policy.

A safeguarding lead will be on site at all times.

Our Admissions Policy and Payment

Families are allocated places on a first come/first served basis provided spaces are available.

Once a place has been booked, you will be asked to complete and accept our Terms and Conditions 2024-25 document.

Persistent late collection or non-payment of fees will result in your child's place being withdrawn.

Payment

Payment and booking should be made via your ParentPay account.

Once the scheme accepts tax free child care / childcare vouchers, eligible parents will be given the option to book and pay later.

Once funds are cleared in your childcare account, payment should be made to the school account within three days.

Please confirm with the school office which childcare voucher schemes are accepted.

Fees will not be refunded or waived for absence through sickness or any other reason unless 48 hours notice has been given.

This rule is necessary so that the school can properly budget for its own outgoings which continue whether or not all children are present.

There will be a penalty charge for late pick up.

Late collection fees are as follows:

After School Club – Pick up by 4.15pm

- 5-15 minutes late (4.15pm – 4.30pm) - £10
- After 4.30pm - £15

After School Club

- 5-10 minutes late (5.50pm – 6pm) - £15
- 10-20 minutes late (5.50pm – 6.10pm) - £20
- Over 20 minutes late (6.10pm onwards) – an additional £10 for every 10 minutes thereafter

The late collection fees are higher than our normal fees as they include an administration fee and their purpose is to be used as a deterrent rather than the norm. Persistent late collection may result in your child's place being withdrawn.

Collection Procedures

Children are brought to the small hall at 3.30pm by a member of staff for their registration.

Departure Procedures

Parents can collect anytime until 5.50pm.

You must ring the ring doorbell on the school gate and inform the member of staff who you are there to collect.

The staff member will then bring your child to the office front door for you to collect them.

Children are handed over individually by staff members directly to the parent or known adult picking up.

Parents/carers are reminded **that the latest time by which their child must be collected is 5.50pm.**

If a parent is delayed, they must contact the wraparound mobile immediately, to alert them to the fact that they are going to be late.

If they can't get through, they should try the school office number.

If the scheme staff receive no notification, they will liaise with the Designated Safeguarding Lead on site.

What if there's a problem?

We recognise that from time to time problems can arise.

If you ever have a concern about your child or the clubs please talk to us about it before you talk to anyone else.

We are always ready to listen and help if we can.

For any small concerns or queries, please speak to staff on the day.

If you have any further worries or concerns then please do not hesitate to contact Miss Farquharson or Ms White via the school office.

Where concerns are more significant or have not been resolved, please follow the school Complaints Policy on the website.