Welcome to

The Beehive

The Beehive is the wraparound care facility offered at and by Roydon Primary School, including a breakfast club (Honey Bees) and after-school club (Bumble Bees). The facility operates from Monday to Friday, term-time only, with the exception of Bank Holidays. Each session is supervised by two members of school staff who are DBS checked. The sessions are held in the old hall and the food tech. room, with access to the playground and field when the weather permits.

Session Details

Honey Bees

- Sessions run from 8.00am until 8.45am.
- The session charge is £6.00.
- Children will be offered breakfast consisting of:
  - cereal
  - toast or bread with spread
  - jam or honey
  - fruit juice or milk
- There will be a wide range of play activities available from which children may choose.
- An optional more structured activity will be offered during the session, and this will change daily.
- Children will be taken to their classroom for the start of the school day.

Bumble Bees

- Sessions run from 3.20pm.
- The session charge for children collected up until 5.00pm is £12.00.
- The session charge for children collected up until 6.00pm is £15.00.
- All children will be offered a biscuit and a smoothie on arrival at the session.
- There will be a wide range of play activities available from which children may choose.
- An optional more structured activity will be offered during the session (e.g. cooking, craft, clay, parachute), and this will change daily.
- A hot meal will be served shortly after 5.00pm unless parents specify otherwise. Please bear in mind that children could still be eating if parents pick up before 5.30pm.
- The two-week rotating menu will be made available to parents, and each day will consist of a cooked main course, a dessert and a drink.

Booking

Places in The Beehive will be allocated on a first come, first served basis.

Bookings must be made using the Microsoft Form for the relevant week. The links will be sent at the beginning of each half-term. Links to booking forms can be emailed to parents at any time on request to office@roydon.norfolk.sch.uk.

In the event that a session is oversubscribed, parents will be contacted and their child put on a waiting list.

Only primary-aged children may attend The Beehive.

Payment
Payment for all sessions must be made in advance of the child's arrival at the session.

Payments should be made by bank transfer into the school's Barclays account (Acc. No. 40141720, Sort Code: 20-62-61).

The Beehive is signed up to the government's Tax-free Childcare Scheme and Universal Credit for Childcare Scheme.

A child will not be allowed to attend a session at The Beehive if there is an outstanding payment due.

No discount can be offered if a child attends an extra-curricular club after school (e.g. Nature Club or a sports club). The child will be delivered to The Beehive at the end of the extra-curricular session by the extra-curricular club staff.

Refunds cannot be made but, if a child cannot attend a pre-paid session due to illness, the payment can be transferred to a future session.

Drop off and pick up
Children of all ages attending Honey Bees MUST be brought to the door by an adult and signed in. Staff cannot be responsible for a child's safe arrival at the club.

Children attending Bumble Bees will be collected from their classroom by a member of The Beehive team between 3.20 and 3.25pm. They will be supervised by classroom staff until the arrival of the member of Beehive staff

Children attending an extra-curricular after-school club will be taken to The Beehive by an adult running the extra-curricular activity, and the child will be offered a smoothie and a biscuit on arrival.

Children being picked up from Bumble Bees will need to be signed out by an adult.

Late pick-up
If a parent is unable to pick up their child by the agreed time, they are asked to notify staff on The Beehive telephone number (07881408711).

Children booked into Bumble Bees until 5.00pm who are not picked up by 5.00pm will be charged £3.00 for the additional hour or part thereof.

Children booked into Bumble Bees until 6.00pm who are not picked up by 6.00pm will be charged a late collection fee. The charge will be £5.00 for each 15 minutes or part thereof.

Please contact The Beehive as soon as possible to notify them of a late pick-up so that arrangements can be made for staff to stay in school.

If a child is persistently collected later than the agreed time (more than 3 times in one half term), we reserve the right to withdraw the child's place in The Beehive.

Emergency contact
Parents are asked to ensure that the school office has up-to-date contact details for anyone who might collect a child from The Beehive.

Parents are asked to provide emergency contact details for someone who could collect a child from a session early, e.g. in the event that a child is unwell, weather that causes closure of the school.

Emergency closure
We will do all we can to run The Beehive sessions every school day during term time. However, if the school closes due to adverse weather conditions or site emergencies (e.g. burst pipes, loss of water supply, failure of heating system), parents will be notified at the earliest available opportunity.

Refunds cannot be made, but the payment can be transferred to a future session.

First Aid, Illness and Medication

The parent/carer authorises the Before and After School Club to take all necessary action to safeguard and promote the welfare of the child in line with school policies.

All staff are first aid trained and will treat minor injuries in accordance with our school policy.

In the event that a child becomes unwell, the parent will be contacted and asked to pick up their child or to make arrangements for them to be collected.

In the event that a child needs urgent medical attention, the parent will be contacted immediately.

Prescription medication (e.g. completing a course of antibiotics) can only be given if no alternative arrangements can be made. Parents will need to complete a form to detail the medication, and sign to give permission for it to be administered.

Nutrition

Parents are asked to ensure that the school office have up-to-date details of food allergies so that this information can be passed to The Beehive staff.

Each day at Bumble Bees, there will only be one meal offered (with a vegetarian option). Staff will not have the resources to offer alternatives.

A list of allergens will be displayed in the Food Tech. room.

Individual Needs

There will always be two members of staff present throughout the sessions and they will strive to meet the needs of all children in The Beehive.

They will act in loco parentis, meaning that they will treat the children as they would want their own child to be treated.

We reserve the right to refuse a place to a child if their behaviour puts themselves or others at risk, or if their needs cannot be met by the staff running the session. In the event of such a decision being made, no refunds will be given.

All Roydon Primary School policies apply.

Review

These terms and conditions, including charges, will be reviewed monthly for the first six months of The Beehive's operation in the first instance. Parents will be notified of any changes within two working days.