

## Buddy Club

**Buddy Club is our exciting after-school club, organised at both of our Junior Schools for all children within TEACH Trust.**

**Buddy Club runs for the following sessions:**

Buddy One - Homework Club - £6.00 per session (Mon-Thurs only)

3.00pm - 4.30pm - Support with homework, plus a drink and a snack

Buddy Two - Short Buddy Club - £6.00 per session

3.00pm - 4.30pm - Games and activities, plus a drink and a snack

Buddy Three - Full Buddy Club - £13.50 per session

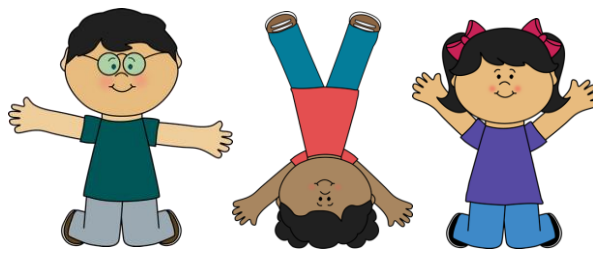
3.00pm - 6.00pm - Games and activities, plus a light supper, drinks and snack.

(Homework can also be completed at the start of Buddy Three, if required)

We run Buddy Club sessions at Haymoor Junior School for Haymoor and Ad Astra children and Buddy Club sessions at Canford Heath Infant School for Canford Heath Infant and Junior children. Canford Heath Infant and Junior School children will meet in their school hall and will be taken to the club.

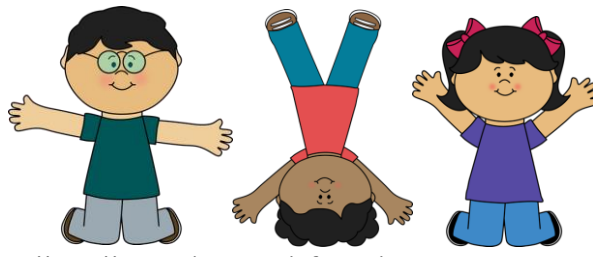
Ad Astra children will be walked by staff to Haymoor Junior School at the end of the school day. Haymoor Junior School children will make their way to Buddy Club at the end of their school day.

All parents/carers will need to collect their children at the end of their session from either Haymoor Junior School or Canford Heath Infant School.



# Terms and Conditions

1. Buddy Club runs during term time only and is closed during holidays and "INSET" (training) days.
2. The Buddy Club Application Form **must be completed and returned before you can book your preferred sessions on School Gateway**. This application form can be found in the 'Parents & Carers section /Wraparound Care - Buddy Club' tab on your school website. You will be **UNABLE** to book your preferred sessions until you have submitted this application form to us, as it contains key information about your child/children that we require in advance.
3. All spaces are subject to availability and will be allocated on a first come first served basis. Please note that spaces are limited.
4. Bookings are non-transferable and non-refundable. Payment will still be required for booked sessions even if your child does not attend e.g. sickness, goes on a play date, has a medical appointment etc. These **WILL NOT** be refunded.
5. Buddy 1 - Homework Club and Buddy 2 - Short Buddy Club finish at 4.30pm. If you are going to be unavoidably late, it is important that you contact us as soon as possible, so that arrangements can be put in place. We reserve the right to charge for Buddy 3 - Full Buddy Club session if you are more than 10 minutes late to collect.
6. Buddy 3 - Full Buddy Club closes at 6pm. There is no facility for an extension to this time. If you are going to be unavoidably late, it is important that you contact us as soon as possible, so that arrangements can be put in place. We reserve the right to impose a late collection fee of 50 pence per minute in order to cover the additional costs of staff time for having to stay after their contracted hours. Persistent late collection will result in your space being cancelled.
7. There will be no refund/discount for early collection of your child at any one of the three clubs on offer.
8. Buddy Club fees will be reviewed annually. Sessions must be booked and paid for online, **in advance**, using the School Gateway system at [www.schoolgateway.com](http://www.schoolgateway.com), and will operate on a first come first served basis. Failed payments may result in the removal of specific payment facilities on your School Gateway account and your space may be cancelled. For Apple and Android supported devices, a free app is available to download.
9. You will be able to cancel or amend your online bookings up to 3 days prior to the session taking place with no charge, **however please be advised** that the online booking system will 'lock' 3 days prior to the booking taking place to allow us to organise our staffing, resources and catering-requirements and you will not be able to amend or cancel the booked sessions



after this timeframe. You will still be charged for these sessions. Requests to change or cancel confirmed bookings must be made in writing via email to [buddyclub@teachpoole.com](mailto:buddyclub@teachpoole.com)

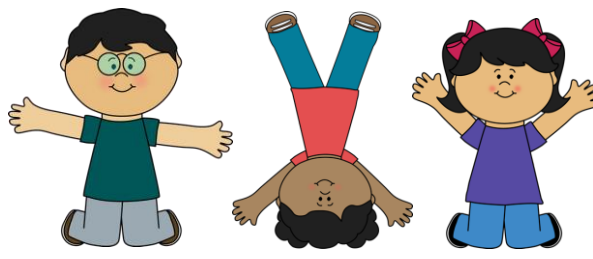
10. During Buddy 3 -Full Buddy Club, we will serve a light supper, which will be nutritious and filling, such as beans on toast, jacket potatoes, soup, pizza, pasta, and fresh fruit. Squash and water will also be provided. The menu will vary each day.

11. Contact details and medical/allergy information must be submitted to the Trust Wraparound Care Leader before a child is able to attend, and kept up to date thereafter. Contact names and numbers must be valid for the time that your child is at Buddy Club.

12. Staff reserve the right to exclude children from the club if their behaviour is considered unsafe. Parents will be informed if a problem has arisen.

13. We reserve the right to withdraw any booking made if a parent or a pupil is repeatedly not adhering to the school values, rules and policies.

14. No child is to attend Buddy Club without a prior booking being made. In the event of an emergency, you will need to contact Buddy Club directly to check availability and make payment on the same day, if available.



# Allergens

Legislation has been introduced regarding food allergen labelling and information requirements under the

EU Food Information For Consumers. This legislation requires any caterer providing school meals to declare the presence of allergenic ingredients used in any food and drink served. If any one of 14 allergens

are used as deliberate ingredients then these need to be declared.

There are 14 allergens that need to be identified when they are used as ingredients.

These are:

- cereals containing gluten, namely wheat (spelt and Khorasan wheat), rye, barley and oats
- crustaceans, like prawns, crabs, lobster and crayfish
- eggs
- fish
- peanuts
- soya
- milk
- nuts, namely almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew and macadamia (Queensland) nuts
- celery (and celeriac)
- mustard
- sesame
- sulphur dioxide or sulphites, where added and at a level above 10mg/ kg in the finished product.
- lupin, which includes lupin seeds and flour and can be found in types of bread, pastries and pasta
- molluscs, like clams, mussels, whelks

A list is available of all the food and the relevant allergens that may be offered to the children attending

our Buddy Club. Please sign & return the last page of this leaflet giving us permission to provide your child/children with any of the items listed, or please advise of any food allergies they have.

The allergen information is also available on our website.

More information regarding the new regulation is also available at:

[www.food.gov.uk/allergenresources](http://www.food.gov.uk/allergenresources)