

Breakfast & After School Care Club

INFORMATION FOR PARENTS

Manford Primary School operates a Breakfast and After School Care Club. The club provides a safe environment offering additional care either end of the school day during term time only. The club is run entirely by school staff.

The club opens at 7.45am in the morning and from 3.15pm to 5pm in the evening.

At the start of the year our new pupils joining in Reception will be admitted to the clubs on a case by case basis. So, for example, if a child is confident, happy and settled in school it is likely they will be able to attend. If a child is distressed in school, struggling to settle, tired by the normal length of the school day or having difficulty adhering to set boundaries then attendance at the clubs may not be appropriate straight away. This will be discussed with you when you apply for a place.

We are an inclusive school. Children with Special Educational or other needs are welcome at our clubs although we may need time to source staffing and equipment suitable for their needs. We will make every reasonable endeavour to ensure the clubs are accessible to all.

Breakfast Club

Children are offered a choice of breakfast items (cereal, toast) and a choice of drink (diluted squash, milk or water). Staff lay on various activities such as crafts, reading, drawing and games and educational activities are available. During suitable weather conditions the playground activities are available.

At the start of the school day, children in years 3-6 will be dismissed into the playground to join their class. Children in years Reception – Year 2 will be escorted by a member of staff to their classroom.

After School Care Club

Children are provided a snack meal and a choice of drink (diluted squash, milk or water). Staff lay on various activities as above and use of the playground equipment (including school bikes/helmets) are available for use in suitable weather conditions.

Supervision and First Aid

Children are supervised at all times inside and outside and there are qualified first aiders on site. In the event of an accident, first aid will be provided by a member of staff and parent/carer contacted.

Charges

Breakfast Club

Breakfast and play at 7.45am - £4

There is strictly no admittance after 8.00am.

Staff do not have the capacity to manage the gate for latecomers and have a strict no entry after 8.00am policy. Latecoming pupils will not be provided with a refund on their account. The club will be operating on a similar basis to other clubs in the area and the place must be paid for and confirmed in advance.

After School Care Club

Session	Charge
3.15 – 4.15pm	£9.00
3.15 – 5.00pm	£9.00

Payment of Fees

Fees are payable in advance and booked on Parentmail the week before the session is required. If you need a session for next Thursday, then you book this the week (before end of Friday pm). The reason for this is to manage staffing levels in the school.

Payment via cash or cheque is not accepted and payment must be made online via Parentmail with payment otherwise your slot is not confirmed.

Those paying by voucher or direct into the school bank account must ensure that their balance remains as a credit balance and MUST be topped up one week in advance of any bookings. The school office will manage your account but parents are expected to manage their payments and ensure there are sufficient funds for bookings – the club does not operate in arrears. Failure to pre-pay/book will likely result in your child/ren losing their place.

Cancellation

All cancellations must be made through your account on Parentmail and you will be charged if you fail to give the setting 24 hours' notice of cancellation. No refund will be given if the specified notice is not provided. Any special circumstances should be communicated to the Headteacher.

Collection/Picking up

Please ensure you collect your child/ren promptly at either 4.15pm or 5pm at the Arrowsmith Road entrance . The contact number for the club is **07729 748091**. If you are going to be late for collection at 4.15pm, the next slot will be 5pm for collection. Staff will no longer be monitoring the gate buzzer and therefore, there are only two collection times and staff will bring your child/ren to the gate to you.

Please notify the club by contacting them on the above number if you are going to be late or need to collect in an emergency. Emergency collection will be via the main office in Manford Way.

Charges will be made for late collection. In the event of late collection past 5pm an additional charge of £10 will be made on Parentmail (following an initial reminder to collect your child on time). Those account holders who, as a result of a late collection go into a negative balance, will be contacted by the school office and the balance must be settled promptly to ensure you do not lose your place at the club.

Terms and Conditions

These are the terms on which the school provides the before and after school care.

On sending your child/ren to the club and paying the associated fee you are agreeing to the terms set out above.

Review Date: July 2024

Version	Date	Details
2.1	September 2023	Amendment to telephone number
2.0	July 2020	AL – amendments to club – Covid management
1.0	March 2018	AL – initial version