

BREAKFAST AND AFTER SCHOOL CARE CLUB INFORMATION & TERMS AND CONDITIONS FOR PARENTS

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

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 at the club.

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

Opening time: 7.45am term time only

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

Club opening times: 3.15pm – 6pm

Children are provided a snack, piece of fruit and a choice of drink (diluted squash, milk or water).

Staff organise various activities as above and the playground equipment (including school bikes/helmets) is 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.

Food/Allergies & Intolerances

There may be some different food options served at certain times of the year either as a small treat or food tasting from different countries in line with events in school or nationally.

Additionally, pupils at the club may also have the opportunity at times to make their own food or snacks on certain days.

The team are aware of specific food allergies or intolerances of pupils attending the club.

Charges

Breakfast Club

Breakfast and play at 7.45am - £4

Please ensure your child arrives between 7.45am and 8am as there is **strictly no admittance after 8.00am.**

We have a strict no entry after 8.00am policy. Late-coming 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 – 5.00pm	£10.00
3.15 – 6.00pm	£14.00

Should you choose to send your child to an after school extra-curricular club in school, the above fees are still payable and charges are not offset against extra-curricular club charges.

Payment of Fees

Fees are payable in advance and booked on Parentmail at least 24 hours before the session is required. The reason for this is to manage staffing levels in the provision.

Payment via cash or cheque is not accepted and payment must be made online via Parentmail with payment in order to confirm your slot.

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. If you have a late charge on your account this must be paid in order to continue booking and paying for sessions at the club. Failure to settle late charges, pre-pay/book will likely result in your child/ren losing their place.

Childcare Vouchers

The school does accept childcare vouchers/payments. Please see this link <https://www.gov.uk/help-with-childcare-costs> Contact the school office if you have any further questions.

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 by 5pm or 6pm (if booked in to the later session) at the Arrowsmith Road entrance. The contact number for the club is **07356 039875**.

You will be able to collect your child at any time, until their booking ends at either 5pm or 6pm. Please notify the club by contacting them on the above number if you are going to be late or you need to notify us that someone different is collecting your child.

Please note that session times remain at 3.15 – 5pm or 3.15 – 6pm, even if you collect your child earlier (eg. If you collect your child at 4pm, you will still be charged for the full session until 5pm).

Late collection past 5pm

If you are going to be late for collection at 5pm and you have not booked for the later session, you must contact the school to inform us and you will be charged for the later session (equivalent to the next level which is £14) which you will be required to settle immediately. The charges are applied per child.

Late collection past 6.00pm

Parents who do not collect children by 6.05pm will be informed that there will be a late charge applied if this occurs again. Therefore, there will be one warning in force prior to any late charge being applied. We appreciate there are some circumstances that are beyond an

individual's control which may cause occasional lateness, however having to keep staff on site later than contracted times places financial pressure on the school.

In the event of late collection past 6pm an additional charge of £15 will be made on Parentmail *per child*. The £15 charge will be applied for every 30 minute period until the pupil is collected. 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.

Additionally, continuous late collections of pupils at the club may invoke safeguarding procedures and you also may lose your child's place at the club going forward. The school's safeguarding policy and behaviour policies apply to the provision in the same way as they do during the school day.

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.

Version	Date	Details
2.4	April 2026	Reviewed
2.4	November 2025	Clarification of charges and extra-curricular clubs
2.3	November 2024	Change of telephone number
2.2	June 2024	New club times and charges
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