

St. Mary of the Angels Catholic Primary School Breakfast / After School Club Policy

Recognising and celebrating the presence of Christ in one another.

At St. Mary of the Angels:

- ◆ we aim to follow Jesus through the teaching of the Gospels and inspire each other to be Christ-like;
- ◆ we all work as a big team to encourage everyone to be the best that they can be, at work and at play;
- ◆ we create a safe, positive, fair environment where all feel respected and valued.



Current date approved:	November 2024
Approved by:	Resources Committee
Date of Next review:	November 2025

St Mary of the Angels Breakfast and After School Club is committed to providing a warm, happy, safe, organised, stimulating environment under the umbrella of Our Catholic Mission Statement, where children all feel safe secure and valued.

The staff ensures the aim above by providing and encouraging a range of activities, including sport, team games, art and craft, computing, cookery and many others.

Staff work hard to encourage children to express themselves in a positive manner. They ensure that all children feel free to participate, able to make their own decisions and take responsibility for their own actions.

They challenge inappropriate behaviour or language through example, through resources, through discussion and through our mission statement and follow our school behaviour policy.

At our Breakfast and After School Club we believe in open communication with all our stakeholders. This policy is presented to help ensure that everyone involved understands what we are trying to achieve. It will be reviewed and updated annually.

Capacity:

The Breakfast Club has three members of staff and the After School Club has five members of staff. The Breakfast club, is run on a first come first served basis and a maximum of 30 children can book into the club each day.

The After School Club has 2 clubs; Mini Club (which is for Nursery and Reception children) has a maximum of 10 children who can book into the club each day; Main Club (for Year 1 - Year 6) which has a maximum of 35 children who can book into the club each day. These clubs also run on a first come first served basis.

Enrolment and booking:

To enrol your child (ren) in the Club, a registration form must be completed; please see appendix 1. Your child (ren) will then be added to the School Gateway Club and booking and payment will be made through this facility. Due to staffing levels, any requests to change/cancel sessions must be made with a minimum of 24 hours' notice. We will do our utmost to accommodate any requests to change sessions, but in order to do this, we do require plenty of notice to ensure staffing levels can be adjusted accordingly.

Admittance to Breakfast and After School Club will not be granted if a session has not been booked: ad hoc bookings are not permitted. We are sorry for any inconvenience this causes, but it is imperative that the health and safety of the children and staff is maintained at all times. In order to do this, we must have numbers in advance for planning staffing levels.

Sessions and Arrangements:

Breakfast Club and After School Club will run every Monday to Friday - term-time only. Sessions are available in advance only. Session times are as follows:

7:30am - 8:45am Breakfast Club
3:15pm – 5:15pm After school Club

Children can be collected via the front entrance to the school. Parents need to ring the bell in the foyer and a member of staff will bring their child to them and will sign him/her out.

If parents are persistently late collecting their children, the club will write to the parents reminding them of the club closing time and explaining the additional supervisory requirements and will charge parents an additional £5.00 per child, per late session. If lateness is occurring persistently or debt is occurring persistently and warning letters have been issued, the club may have to cancel the child's place for the duration of that term.

Parents must inform staff of the people who are able to collect their child and notify them in accordance with our School Attendance Policy if there are any changes. The school car park is for staff use only.

Payment:

Payment is in advance and will be charged, at the point of booking, via the online system (School Gateway). Bookings must be made in advance to ensure your child has a place secured in the Breakfast or After School Club. Refunds are made in the event of children being ill. Parents are advised to give 24 hours' notice for cancellations and changes to bookings. Any changes in less than 24 hours will not be credited. We encourage parents to see whether they are able to claim the childcare element of the Working Tax Credit.

Where there is no payment, the parent will be contacted. The parent may be issued with a formal warning that continued late payment will result in their child's place at the club being withdrawn.

Charges:

The Breakfast and After School Club operates a flat rate charging policy which has been revised in line with other local providers and supply and demand. Breakfast Club charges are **£4.50** and siblings are charged at **£4.00** per session. After School Club charges are **£6.00** and siblings are charged at **£5.00** per session.

Notice of any increase in charges:

One month's notice of any increases in charges will be given to parents in writing.

Activities may include but will not be limited to:

- Arts & crafts
- Reading
- Board games
- Physical activity
- Other such themed activities deemed suitable
- Quiet space for homework
- Supervised ICT activities

Food and Drink:

Breakfast is served between 7:45am – 8:30am.

A healthy breakfast will be served with a choice of cereal and milk, toast, pancakes, muffins, crumpets, fruit, fruit juice, milk or water.

A healthy snack will be served at 3:15pm. This will be sufficient to keep the children going but we do not recommend that it replaces an evening meal. Examples of the types of foods that will be served include:

- Toast/Pancakes/Crumpets
- Fruit
- Water/squash/milk

Ethos and Policies:

The Breakfast and After School Club will function under the ethos and auspices of all school policies. For example, the Behaviour Policy, Child Protection Policy, Missing Persons Equal Opportunities, Visitors Code of Conduct, etc.

Please note, the After School Club will not be operational on the last day of each full school term.

Emergency Cover

For families who are not registered with the club, emergency cover may be provided if numbers attending allow. Costs for this will be charged in accordance with the club fees and the child's details will be obtained from the office.

Appendix 1



St Mary of the Angels Out of School Club Registration Form



I would like my son/daughter to be registered at the
St. Mary of the Angels Breakfast / After School Club commencing September 2024.

I agree to safely collect my child/children from the After School Club. I understand that the KS1 children will be escorted to the Club at the end of the school day and KS2 children will be directed there. I understand that the Club Co-ordinator will call a register.

I will keep the school's emergency contact and medical information up to date and will let school know of any changes if and when they occur. If anyone other than the child/children's parents are collecting them, I will inform the school office.

I understand and agree that no payment will be required if my child is ill and unable to attend school. I note that 24 hour notice is required to cancel a session, otherwise the fee for that session is payable, other than when ill.

I agree to abide by the Behaviour Management Policy of St. Mary of the Angels' School, and all of those Policies related to it, including Safeguarding, Acceptable Use Policy, and Visitor and Parent Code of Conduct.

Two weeks' notice of termination of contract is required by both parties and failure to keep to the contract will result in its termination.

Signed:

Parent/Guardian.

Signed:

Administrator.

Date:

Appendix 2

This step by step guide is to help facilitate the new systems for booking and paying for clubs within St Mary of the Angels. The 'clubs' option of the School Gateway will be used for Dinners, Breakfast Club and After School Clubs.

Each KS2 Year group has a 'dinner' option.

There is one club for Breakfast club, the club is run on a first come first served basis and a maximum of 30 children can book into the club each day.

After School Club has 2 clubs; Mini Club (for Nursery and Reception children) for a maximum of 10 children who can book into the club each day; Main Club (for Year 1 - Year 6) for a maximum of 35 children who can book into the club each day. These clubs will also run on a first come first served basis.

Using the App

- Sign into the App
- Select your child, (each child must be selected individually – one at a time) and the club will be listed.
- Do not click 'My payments' but click the club needed eg. Mini club Autumn 23.
You will then be able to:
- View bookings
- Make a booking
- View Transactions

To book a session, firstly select the option for booking choice, eg lead child 3:15pm-5:15pm. If there is only one booking option (eg dinners) you will be directed to the dates for booking.

Select the dates for booking, and press 'Book'. This will give you a total for the number of sessions you have booked. It also has a message **Please be aware that the session(s) will not be booked until a successful payment has been made.** If you leave this screen without paying, you will not be booked in for dinners or BC/ASC, therefore you must take the 'Pay Now' option – this will direct you to the payments option. Select the relevant option either dinners or ASC BC (the payment will show on the text). You will be required to enter a comment regarding your booking, just in case there is an issue.

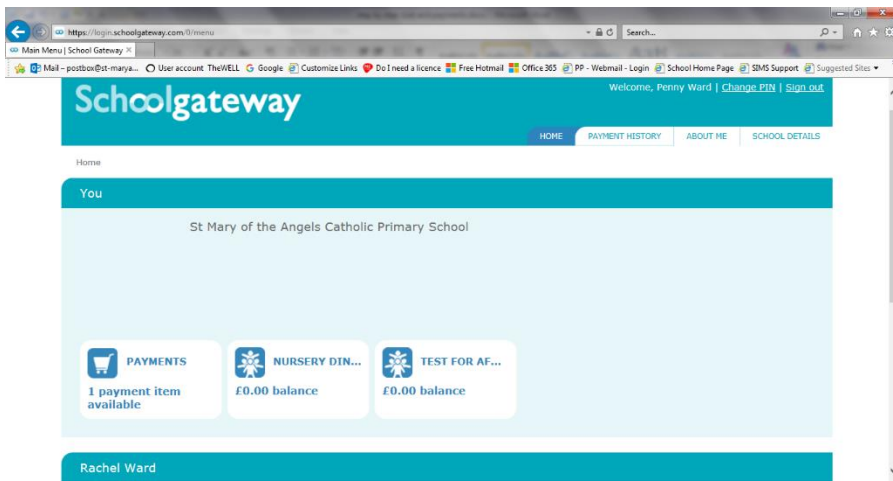
At this point you will be able to 'Checkout', enter your card details, number name, expiry, Security code, etc.

Using the website

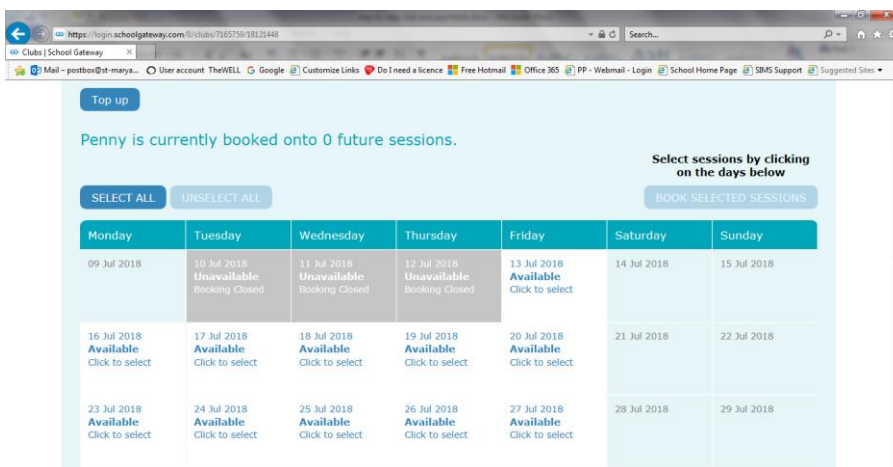
<https://login.schoolgateway.com/> - Sign into the website as a parent.

There is a box for each child, and under the child's name, there will be a tab for payments. Then each club has its own tab.

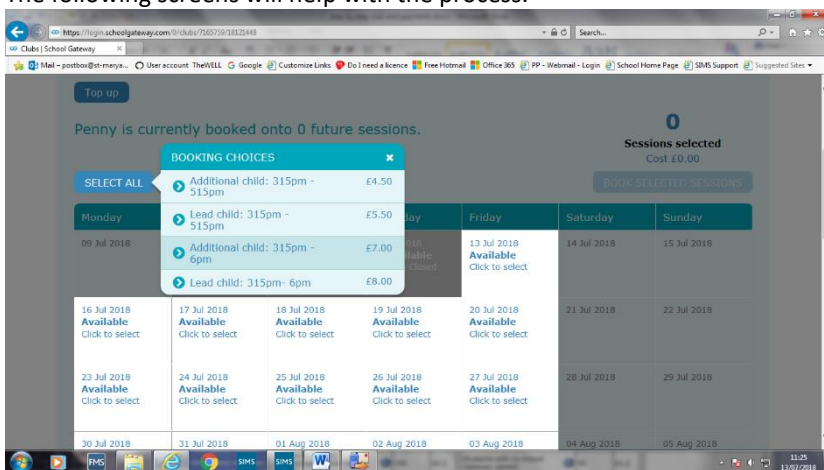
Select the club you are booking into, then you can select each session you require, or if you need all you can use the 'select all', and remove any you do not need.



If there is more than one booking choice, you will need to select the appropriate option, and then use the 'Book session' button. You will then be asked to confirm the booking, which will give you a total cost. Then select 'Book now' and you will be directed to the payment option.



The following screens will help with the process.



https://login.schoolgateway.com/0/clubs/7163759/8812448

Clubs | School Gateway

Mail - postbox@mar... | User account THEWELL | Google | Customize Links | Do I need a licence | Free Hotmail | Office 365 | PP - Webmail - Login | School Home Page | SMS Support | Suggested Sites

Top up

Penny is currently booked onto 0 future sessions.

21
Sessions selected
Cost £115.50

SELECT ALL | UNSELECT ALL | BOOK SELECTED SESSIONS

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
09 Jul 2018	10 Jul 2018 Unavailable Booking Closed	11 Jul 2018 Unavailable Booking Closed	12 Jul 2018 Unavailable Booking Closed	13 Jul 2018 Selected Lead child: 315p... £5.50	14 Jul 2018	15 Jul 2018
16 Jul 2018 Selected Lead child: 315p... £5.50	17 Jul 2018 Selected Lead child: 315p... £5.50	18 Jul 2018 Selected Lead child: 315p... £5.50	19 Jul 2018 Selected Lead child: 315p... £5.50	20 Jul 2018 Selected Lead child: 315p... £5.50	21 Jul 2018	22 Jul 2018
23 Jul 2018 Selected Lead child: 315p... £5.50	24 Jul 2018 Selected Lead child: 315p... £5.50	25 Jul 2018 Selected Lead child: 315p... £5.50	26 Jul 2018 Selected Lead child: 315p... £5.50	27 Jul 2018 Selected Lead child: 315p... £5.50	28 Jul 2018	29 Jul 2018
30 Jul 2018	31 Jul 2018	01 Aug 2018	02 Aug 2018	03 Aug 2018	04 Aug 2018	05 Aug 2018

https://login.schoolgateway.com/0/clubs/7163759/8812448

Clubs | School Gateway

Mail - postbox@mar... | User account THEWELL | Google | Customize Links | Do I need a licence | Free Hotmail | Office 365 | PP - Webmail - Login | School Home Page | SMS Support | Suggested Sites

Penny is currently booked onto 0 future sessions.

21
Sessions selected
Cost £115.50

SELECT ALL | UNSELECT ALL | BOOK SELECTED SESSIONS

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
09 Jul 2018	10 Jul 2018 Unavailable Booking closed	11 Jul 2018	12 Jul 2018	13 Jul 2018 Selected Lead child: 315p... £5.50	14 Jul 2018	15 Jul 2018
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Confirm Booking

21
Sessions selected
Total cost £115.50

To secure your session bookings for Penny please confirm you wish to 'BOOK NOW' below.

BOOK NOW

Nursery Dinners Jan-Jul 2018

Please review the details below.

Please be aware that your sessions will not be booked until a successful payment has been made.

Fee: Penny Ward

Due Date: 25 January 2018

Amount: £ 2.00

Installment: 3 of 3

Additional info: PLEASE ENSURE YOU HAVE BOOKED DAYS FOR DINNER BEFORE MAKING PAYMENT.

Comment: yes

Cancel | Add to Basket

Appendix 3

Parental Contract Breakfast and Afterschool Club September 2024

Child's Name.....Date of
Birth.....

I wish for my child to be enrolled for Breakfast/Afterschool Club:

I agree to pay fees at least **24 hours in advance** as per the debt procedure (see attached). **Bookings for the same day will only be made in an emergency through the school office.** Payments can be made through the gateway by credit or debit card or by childcare voucher scheme. The provision is open term-time only. Payments for the first week of each term should be made before children return to school.

Payment **is not** required for:

- Inset days, Bank Holidays, or if **whole school** is closed for exceptional circumstances. If we have to close unexpectedly we will give as much notice as possible.
- If your child is absent from school through illness or is sent home ill (a refund will be issued via the gateway)

Payment **is required:**

- If your child attends for part of a session
- if you cancel within 24 hours of a session.

There are no concessions for attending other after school activities, other than off site sports tournaments.

Failure to keep your account up-to-date will result in your child's place being terminated immediately (see debt procedure).

- I agree to deliver and collect my child safely and timely to and from the school office and ensure they are signed in and out daily.
- I understand that I must let the office know if my child will be collected late, and that failure to collect my child from Afterschool Club by 5.15pm will result in a late collection fee. Collection between 5.15pm and 5.30pm = £5.00. Thereafter £5.00 per 15 minutes calculated from 5.30pm.
- I understand that I must let the office know if my child will be collected by anyone other than a parent/carer (for safeguarding reasons)
- Persistent lateness will result in the place being withdrawn.
- Persistent debt will result in the place being withdrawn.
- I understand that I must give 24 hrs notice via email/phone call to school office to cancel/alter sessions or days.
- **Bookings for the same day will only be made in an emergency by calling the school office**
- I undertake responsibility to keep the school office up-to-date with any medical information and emergency contact numbers regarding my child.
- I understand all policies and procedures can be viewed upon request.
- I understand that Nursery, Reception Year 1 & 2 children are escorted to and from Afterschool Club; Year 3-6 children are directed. Mrs Murray (Club Co-ordinator) will call the register.

Parent/Carer Name:

Signed: Date:.....

Please return signed form to the school office as soon as possible

A copy of the contract will be issued for you to retain



Breakfast/Afterschool Club
Debt Procedure September 2024

St Mary of the Angel's Breakfast and Afterschool Club offers quality childcare to children from 3-11 years. For this service to be maintained it must remain financially viable.

It is therefore important that debts owed by parents/carers for childcare are collected in a timely manner.

(Whoever is detailed on the parental contract is responsible for payment of fees. Please speak to Mrs Moore or Mrs Joyce in the school office if you wish payments to be split between parents).

It is vital that families do not allow arrears to arise.

1. Sessions must be booked and paid for via the gateway **at least 24 hours in advance.**
2. The accounts will be reviewed on a weekly basis
3. If any family accrues arrears of 5 sessions or £50.00 whichever is the lower, they will be contacted to make arrangements to pay off the debt.
4. If the re-payment arrangements are not adhered to the childcare place will be terminated and action will be taken to recover the debt via a firm of Solicitors.
5. As the provision is term time only, all fees **must** be paid by the end of **each** term. If there are any arrears at the end of the Summer term, a place will not be available in September.

Club	Provision	Cost from Sept 2024
Breakfast from 7.30am	Breakfast club includes a light breakfast and drinks.	£4.50 per child per day (first child) £4.00 sibling/s
Afterschool Club to 5.15pm	After school Club includes a light snack and drinks.	£6.00 per child per day (first child) £5.00 sibling/s
Late charge if collected after 5.15pm		Collection after 5.15pm - £5.00

Prices correct for September 2024 (subject to annual review)

I have read and understood the enclosed Debt Procedure/September 2024 price list.

Parent/Carer Name:

Signed:

.....Date:.....
.....

Please return signed form to the school office as soon as possible.

A copy of the contract will be issued for you to retain.






Breakfast/Afterschool Club Admission Form




Child's Personal Details:

Surname:	<input type="text"/>	Forename:	<input type="text"/>	
Other Names:	<input type="text"/>	Chosen Name:	<input type="text"/>	
Male/Female:	<input type="text"/>	Date of Birth:	<input type="text"/>	
Address (inc postcode):	<input type="text"/>			
Who has parental responsibility?	Mother	Father	Both	Other (please specify, eg. local authority, guardianship etc)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

1st Contact

Name:	<input type="text"/>
Dr/Mr/Mrs/Ms/Miss	
Relationship to child:	<input type="text"/>
Address if different:	<input type="text"/>
Home  tick If main no.	<input type="text"/>
Work  tick If main no.	<input type="text"/>
Mobile  tick If main no.	<input type="text"/>
Email:	<input type="text"/>

2nd Contact

Name:	<input type="text"/>
Dr/Mr/Mrs/Ms/Miss	
Relationship to child:	<input type="text"/>
Address if different:	<input type="text"/>
Home  tick If main no.	<input type="text"/>
Work  tick If main no.	<input type="text"/>
Mobile  tick If main no.	<input type="text"/>
Email:	<input type="text"/>

Medical needs.....
.....

Dietary needs.....
.....

Please tick:

<input type="checkbox"/>	I consent for staff to apply sun cream to my child in hot weather
<input type="checkbox"/>	I consent to treatment as deemed necessary by a qualified practitioner, or first aid being administered to my child, should an emergency occur at a time when my consent to the particular treatment cannot otherwise reasonably be obtained.
<input type="checkbox"/>	I consent to photographs of my child being used within Breakfast/Afterschool Club for educational purposes/displays/website.
<input type="checkbox"/>	I confirm my child's pre-school vaccinations are up to date, and I will provide details if requested to do so.