



Urbis Academy Trust
Esse Optimus Qui Possum

Mayville Primary School

Breakfast Club and After School Club Policy

Approved by:

Date: November 2021

Last reviewed on: November 2021

Next review due by: November 2022

1. INTRODUCTION

- 1.1 Breakfast and after school club exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment. The club will be run by staff from the school, and led by Ms Brown.
- 1.2 The breakfast club operates from 7:30am – 8.40am during term time.
- 1.3 The after school club operates from 3.30pm – 6.00pm during term time.
- 1.4 A copy of this policy is provided to all parents of children attending the club and is also available on the school website. An up to date price-schedule is available from the school office and school website.
- 1.5 All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

2. ADMISSIONS

- Only children attending Mayville Primary School are eligible to attend.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- Non-contracted pupils are welcome to use the club provided there are spaces and parents/carers have previously completed the registration process and paid in advance.
- All club staff are made aware of the details of a new child.
- Children's attendance are recorded in a register.

3. ARRIVAL AND DEPARTURE

3.1 Breakfast Club

- Parents/carers are required to bring their child directly to club. You should enter the club via the external foyer at the main school entrance.
- Children will be escorted onto the playgrounds at 8.45am by the club staff. Children in nurse's and reception will be taken straight into class. If it is raining, children will be taken straight into class.

3.2 After School Club

- Children in nursery, reception, years 1 and 2 will be brought to after school club by their teacher or member of staff directly from their classroom.
- Children in years 3, 4, 5 and 6 will make their way directly to the ICT suite to be greeted by a member of the club staff.
- The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for departure.
- When a child is collected at the end of or during a session, they must be signed out by a member of club staff and the time recorded.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform the club staff if their child is going to be absent from the club by phoning the school office.

4. BEHAVIOUR

- 4.1 Whilst attending the club, children are expected to follow the school ethos and rules. The school behaviour management policy applies at all times, including the rewards and sanctions.

5. FIRST AID

- 5.1 The school first aid and administration of medication policy applies at all times. Parents of any child who become unwell during the club will be contacted immediately. If a child is sent home during school hours, the school office will inform the club of their absence.

6. UNCOLLECTED CHILDREN

- 6.1 If a child has not been collected by 6.00pm, parents will be contacted in the first instance by telephone.
- 6.2 The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.
- 6.3 A charge will be levied for late collection. A fee will be applied for late collection from 6:05pm onwards at £1 per minute per child. This charge must be paid at the office immediately.

7. PAYMENT OF FEES

- 7.1 Mayville Primary School has an online payment system for breakfast and after school club payments. We will be using a system known as Pay 360, which is very easy to use and will offer you the flexibility to make online payments whenever and wherever you like, 24 hours a day, 7 days a week – safe in the knowledge that payments are secure and use the highest level of card security and that funds will reach the school safely. All after school club payments need to be paid in advance via Pay 360 before 3.00pm on the day they are due to attend. Afterschool club costs £75 per child per week or £15 a day for children in nursery and reception and £50 per week or £10 per day for years 1-6. Mayville breakfast club for children in nursery and reception are at £5 a day, or £25 per week, or £15 per week or £3 per day for children in years 1-6.
- 7.2 Fees are to be paid in advance and payment is due for all contracted sessions even if your child is unable to attend their booked session. To make a payment for after school club, please click on the icon below or link below. An activation letter with a Pay 360 unique reference number has been sent to your home address. Please click on the attached document below for the Pay 360 Online Payments – Parent Activation Quick Guide. Please activate your account within 28 days of receiving your letter. If you have any trouble activating your account, please come to the school office and they can assist you in activating your account.
- 7.3 The parent signing the clubs registration form is known as the ‘contracting parent’ and is responsible for payment of all fees. If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.



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Mayville Primary School Breakfast & After School Club Agreement

PLEASE PRINT NAMES

I, parent/carer of have read and accept a copy of the club policy and agree to abide by the terms therein. The sessions in this contract are 7.30am – 8.40am for breakfast club and 3.30pm – 6.00pm for after school club. Sessions are booked on a first come, first served basis.

- I accept that I am the ‘contracting parent’ for the above child and agree to make payments in advance via the online booking system or through the school office. I understand that I will lose my place if my account is in arrears.
- I understand I can change or cancel sessions up to 4 weeks prior to my child attending a specific session without incurring a charge and that any change or cancellation after this point is non-refundable.
- I understand that fees may change without this policy being re-issued. The latest price schedule will be available on the school website or from the school office.
- I understand that a fee will be applied for late collection from 6.05pm onwards at £1 per minute per child.
- I agree to keep all contact, medical, dietary and other information up to date with the school office, as I understand this will be used by breakfast and after school club.
- I will phone 07404 414 075 for the after school club when the office is closed and I have added this number to my contacts.

NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD

Please provide on the list below the full names of all individuals authorised to collect your child from our breakfast and after school club, including parents and carers. By signing below, you are indicating that you understand that the club will not release your child to anyone else.

Name relationship to the child:

Parent Signature Date