Inspire • Enrich • Enjoy • Succeed

Breakfast/After School Club – Term time only

Terms and Conditions

The school offers before and after school wraparound care to our pupils. Breakfast Club starts at 8am until the start of the school day, and after school club runs until 4.30pm or 5.30pm. We aim to provide a range of enjoyable activities which give children an excellent opportunity to develop new skills while socialising with their friends. We expect children attending school clubs to co-operate with club leaders and to show good manners and respect towards all adults and their peers at all times.

Sport Premium funding is used to supplement the cost of clubs with activities regularly including physical activities.

Booking

- All bookings for both breakfast and after-school Club must be made by completing the Forms which is sent out prior to the start of a new term. Bookings can also be made 24 hours in advance via email to admin@stw.n-yorks.sch.uk .

Payment

Breakfast Club Session 8am up to start of school day.	£3.00 per session
After School Club Single session 3.30 - 4.30pm (note – this session on a Monday & alternate Fridays is free/ funded by Sport Premium) Double session 3.30 - 5.30pm	£3.00 per single session

- Payment must be made via ParentPay. We are a cashless school and prefer to be paperless where possible. Statements can be accessed via your ParentPay account. ParentPay will automatically generate a receipt and this will be emailed to you.
- We accept Childcare vouchers and will allocate payments to your account upon receipt from the provider.
- Missed sessions will still be charged unless notice has been given 24 hours in advance.

Additional charges for late collection

- Our first session ends at 4.30pm. Any children collected after this time, will be charged for the second session (a cost of £3.00).
- The second session ends at 5.30pm and staff are employed up to this time. A late collection fee of £3.00 per child, will be charged if children are collected after 5.30pm.
- Any child collected late on more than 3 occasions may lose their place.
- Where a late collection fee is incurred, school will send an email to parents/ carers and the additional costs will be added to ParentPay.

Breakfast Club

Children will be provided with a light and healthy breakfast. Only food provided by the school is permitted at Breakfast Club.

After School Club

Handover

- Pupils will be marked on an attendance register and staff will sign your child out when they are collected. Staff will also record the time that the child is collected.
- Parents/ Carers must provide details of who will collect children from after school club and any changes must be reported to school before 3pm.

Activities

Our after-school clubs are carefully planned to keep children engaged and active, with specialist coaches enlisted to ensure high quality provision. Activities are reviewed termly. Some of the activities we offer are:

- Sports
- Animation
- Chess/ Homework Club
- Creative
- Sports

Accident Reporting

- Both clubs will have a Paediatric first aider on site at all times.
- Accidents that occur during the after-school club session will be reported at handover.
- Major accidents will be reported to parents/ carers immediately and dealt with appropriately by a first aider.

Staffing

- Two members of staff will be on duty for all club sessions, in line with our safeguarding procedures.
- All staff hold full enhanced DBS disclosures, First Aid Certificates and have current Safeguarding training.

Contacting After School Club

- If you need to contact after-school club between 3.30pm and 5.30pm please call the school office on 01677 422685**.**
- All breakfast and after-school club enquiries must go to admin@stw.n-yorks.sch.uk.

Remissions

Where families are experiencing times of hardship and are struggling to make payments for wraparound care when it is still needed, we refer you to our Charging and Remissions Policy. The policy can be found on our school website under the Policies section. https://www.stwschoolsfederation.co.uk/policies/.

No Debt Policy

- School operate a no debt policy. If debts are incurred, then the school budget has to cover these costs. This means that money which should be spent on pupils' education has to be used to pay for debts incurred by parents/ carers.
- School will regularly monitor payments and where a debt is incurred, a letter will be sent to parents/ carers via email.
- If payments are not being made and/ or a repayment schedule is not agreed, school retains the right to refuse attendance at clubs, and debt may be referred to our legal advisers to pursue.

Updated: September 2024