

Breakfast club and After School Club – Payments and Procedures.

September 2022

Breakfast club and After School club will be running as normal from September 2022. This means that both clubs will run in the After School Club building and will be accessible via the Farm Lane gate. It also means that ASC and BC staff will be available on the phone during operating hours by calling the school number and then pressing extension 2.

You must book your child's space at least 24 hours in advance and we ask you to book for all the days your child is attending for the whole week and not just one at a time.

Clubs should be set up on Arbor by September 2022 and can be booked and paid for via this method.

Breakfast club drop off (from 8am)

Please use the Farm Lane Gate. A Breakfast club staff member will come and collect your child from the gate. You must sign your child/children in at this time. If you would like your child to bring themselves to Breakfast club please inform the staff of this beforehand (this would only be agreed for children in years 5 and 6).

After School Club pick up:

Pick up will be from the Farm Lane gate.

There are two times you can collect your children – before 4.30 or after 4.30 and before 5.45. Please let us know what time you will collect when you make your booking.

If you would like your child to go home alone from After School Club please inform the staff of this beforehand (this would only be agreed for children in years 5 and 6).

Late Collection:

After School Club closes promptly at 5.45pm. Please ensure that you arrive before this time. If you are running late, please first inform us by phone. There will be a late charge for late collection (even if you have called). Lateness is charged at £10 for each fifteen minutes per child. This charge is not broken down, therefore even 5 minutes of lateness could cost you £10. Please be on time and avoid any charges.

If you are late more than 3 times you could lose your child's place at After School Club.

Mobile phones:

In line with school procedure all mobile phones owned by children will be kept by staff and given back to children when they are collected by their parent. Class teachers will pass phones to the ASC staff directly. If you need to contact ASC or get a message to your child please call the ASC phone number.

Mobile phones should only be in school if children need to walk to school by themselves and they are being used as a safety measure.

Payments:

Payments will be made on Arbor. You will be expected to make the correct payment for the week. Arbor will expect you to make payment when you make the booking, it will not accept the booking without a payment. If you need assistance with this, please ask a member of the Extended Day staff or call the school office.

INSTRUCTIONS FOR BOOKING AND PAYMENTS ON ARBOR WILL BE SENT OUT BEFORE TERM STARTS IN SEPT 2022