



Farington Moss St. Paul's C.E Primary School

Croston Road • Farington Moss • Leyland PR26 6PR

Tel: 01772 336166

Headteacher: Mr J Eccleston

Email: head@st-pauls-farington.lancs.sch.uk

Breakfast and After-School Club Terms & Conditions

Farington Moss St. Paul's C.E Primary School Before and After-School Club exists to provide high quality wrap around care for children attending Farington Moss St. Paul's C.E Primary School

Food

- Breakfast Club includes cereal, toast, milk and water
- Children in After School Club are offered snacks including wraps, fruit, biscuits and water

Staff

- All staff are employed by Farington Moss St. Paul's C.E Primary School and are qualified and experienced to deliver the Breakfast and After-School provision
- All staff are trained in Safeguarding and there is at least one qualified First Aider per session

Admissions

- Only children attending Farington Moss St. Paul's C.E Primary School are eligible to attend the provision

Registration

- Information about each child submitted on the Pupil Data Collection Form will be used by the Club. Parents/carers are responsible for updating this information with the School Office.

Behaviour

- All children attending Breakfast and After School Club are expected to follow the agreed School Positive Behaviour Policy

Booking and Payment Policy

- Breakfast Club £4.50
- Afterschool Club £9.00
- Sibling discount offered at 20% per child
- These fees are subject to change with one term prior notice being given in writing before any change is implemented
- Bookings can be made and cancelled up until midnight the day before on School Money

- Bookings cannot be made on the day, unless there is an emergency. In which case, this must be booked through the School Office. Payment will need to be taken upon booking
- In the event that your child/ren are not collected from school by 3:30pm, they will be booked into After School Club by a member of staff. This will be booked as a 'Late fee' of £5.00 prior to 4:00pm. From 4:00pm onwards, the charge will be for the full After School Club session £9.00. Payment will need to be made no later than the next day. Failure to pay may result in a block on future bookings across all services on School Money
- Farington Moss St. Paul's C.E. Primary School is a cashless school. All payments must be made online using the School Money system
- All places are subject to availability and will only be accepted with full payment
- Bookings will only be accepted if there is no debt outstanding
- In using the School Money system, parents/carers are accepting the **Breakfast and After-School Club Terms & Conditions**

A brief overview of how SchoolMoney operates is as follows:

- Your child/ren's Breakfast and After School Club allocations must be pre-booked along with payment at time of booking
- Places are only secured once a booking/payment is made
- No invoices will be issued
- Parents/carers will manage their child/ren's accounts
- Due to legal ratio requirements, we have to ensure that we have sufficient staff ratios for the children attending
- Parents/carers can cancel any bookings up to midnight the night before and the monies will be held as a credit on the account
- We do not operate a refund system
- User Guides are available on the school and School Money website

Capacity

- **Breakfast Club 55 children per session**
- **Afterschool Club 55 children per session**

Arrival and Departure

- The entrance to both Breakfast Club and After School Club is at the main entrance door to the school (at the front of school). This is clearly signposted.

Breakfast Club - Arrival

- The Breakfast Club operates from 7:30 am - 08:50am

- Parents/carers will be greeted by a member of the Club staff team upon arrival for their child/ren to be signed in
- There is a doorbell to ring for the attention of Club staff
- Breakfast food will be served until 08:15am
- Children will be walked to their classrooms ready for the start of the school day at 08:50am

After-School Club - Arrival

- After School Club 3:30pm - 6:00pm
- Reception, Year 1 and Year 2 children will be collected from their classrooms by a member of the Club Staff or escorted by a member of the school staff team. Year 3 and above will be responsible for making their own way to the Club when dismissed by their class teacher.
- The Club staff will take a register of all children registered to attend the Club and will liaise with the class teacher/School Office to determine any reason why a child is not accounted for.
- In the event of a child attending an extracurricular activity in school, children will choose their snack before making their way to the activity. They will be taken to After School Club by the adult leading the activity, when it finishes.

After-School Club - Departure

- Parents/carers will be greeted by a member of the Club staff team upon arrival for their child/ren to be collected
- There is a doorbell to ring for the attention of Club staff
- When a child is collected at the end of or during a session, they will be signed out by the member of Club staff
- Parents/carers must ensure that any person who may collect their child is listed on the Pupil Data Form and that it is kept fully up to date
- Club Staff can not allow children to go home with persons not on the Pupil Data Form
- Parents/carers must inform After School Club before 5:30pm if they are going to be late for collection. A late collection will incur a £5.00 late fee