



Maharishi School

CONSCIOUSNESS-BASED EDUCATION

Out of Hours Club Policy 2026-27

Date policy last reviewed: March 2026

Signed by:

L Edwards

March 2026

Headteacher

Date:

I Birnbaum

March 2026

Chair of governors

Date:

Date policy due to be reviewed: March 2027

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Statement of Intent

Maharishi School provides a Breakfast Club (paying and free) and an Out of Hours Care Club for all children aged 4 to 11 years of age in a safe and happy environment, supervised by professional, experienced staff. Parents who wish their children to attend any of this provision should contact the School Office for more details.

As these provisions operate on very tight financial margins, the school relies on timely payments to maintain staffing levels and resources. We kindly ask parents to ensure all sessions are paid for in advance to guarantee the continued viability of the service for all families.

1. Legal Framework

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Enabling Good Behaviour Policy
- Complaints
- Online Safety
- Medicine
- Equal Opportunities

2. Roles and Responsibilities

The school will:

- Provide a safe, stimulating, and happy environment.
- Provide a range of creative and educational opportunities.
- Provide breakfast (cereal, toast, and water/milk) and/or afternoon snacks.
- Inform you of any concerns regarding progress or behaviour.
- Ensure equality of opportunity and maintain confidentiality.
- Keep you informed via newsletters, email, and the website.

The child will do their best to:

- Be polite, friendly, kind, and helpful to others.
- Demonstrate the school's ethos and respect others' beliefs.
- Be responsible for resources and help keep the school tidy.
- Ensure a happy environment and have fun!

The parents will:

- Ensure children only attend sessions booked and paid for in advance online.
- Ensure children are dropped off and collected on time by an adult.
- Contact the school promptly regarding absences or changes in collection arrangements.

- Support the school's ethos and Enabling Good Behaviour Policy.

3. Staff

The Breakfast and Out of Hours Club staff are:

- **Ms Kelly:** Out of School Club Leader
- **Mrs Duke, Miss Langford, Mrs Newton, Mr Mercer, Ms Fuller**

4. Criteria for Admissions

Children must be attending Maharishi School. Parents/carers are required to book and pay in advance using **ParentPay**.

- **Ad hoc bookings:** Accepted subject to availability but must be paid for in advance.
- **Arrears:** Any sessions attended but not prepaid will be added to ParentPay by the finance office. **These outstanding payments must be cleared before any future bookings can be made.**
- **Capacity:** Ratios currently allow for **30 children** per club. A waiting list operates once maximum numbers are reached. Siblings do not take priority over those already on the waiting list.

5. Enabling Good Behaviour

Children follow the same rules as the standard school day. Staff promote positive behaviour through praise and encouragement.

6. Booking Procedure

- **Regular Places:** Once booked, you will be charged even if the child does not attend. To cancel a permanent place, **one week's notice** in writing is required.
- **Ad hoc Places:** If a booked ad hoc place is no longer required, **48 hours' notice** must be given, or the fee will still apply.
- **Safety:** Parents must inform the office of absences. Children will not be released to other adults without prior consent.

7. Fees and Payments

To maintain the sustainability of the club on narrow margins, the following fees apply:

- **Early Breakfast Club (8:00am – 8:30am):** £3.00 per session.
- **Standard Breakfast Club (30 mins before school):** Free of charge.
- **After School Club:** £3.60 for the first hour (3:40pm – 4:40pm) and £3.60 for the second hour or part thereof (up to 5:40pm).

Important: The club is registered for HMRC, Edenred, and other childcare vouchers. There is an option on ParentPay to keep your account in credit by selecting 'Top up

my Account' in ParentPay to add funds via credit/debit card. These funds can then be used for quick, future payments for club payments, school meals, trips, or other items.

Failure to pay after a reminder may result in the immediate forfeiture of your child's place.

8. Late Collection of Children

- **Unplanned Attendance:** Children not collected by 3:40pm will be taken to the club at a charge of **£3.60**.
- **Late Pick-up Surcharge:** A fee of **£10.00 for every 10 minutes** (or part thereof) is charged after 5:40pm. This covers the mandatory overtime costs for the two staff members required to remain on-site for safeguarding.

9. Persistent Lateness

Because staffing and budgets are managed precisely, persistent lateness creates significant strain:

First Occasion: Verbal reminder and incident logged.

Second Occasion: Formal letter; a third instance within the school year will result in losing the place.

Third Occasion: Immediate and permanent loss of the Out of Hours Care Club place.

10. Work Arrangements

We appreciate that shift patterns vary. If your child does not require the club on the same day each week due to work, please inform us in advance so we can attempt to accommodate your schedule.