



St Paul's Catholic
Primary School



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Breakfast and After School Wraparound Terms and Conditions

- Breakfast and Wraparound Clubs run term time only.
- Bookings and payment should be made via **My Child at School (MCAS)** in advance for the week ahead or further if preferred (i.e. by Friday of the week before). If payment is not received in advance the booking will be cancelled.
- In urgent or exceptional circumstances, sessions may be allowed to be booked without the required notice subject to availability and only if immediate payment is made on MCAS. You must phone the school office on 01642 360022 to do this, to check availability.
- A registration form is available from the school office – this must be completed prior to your child attending and should be updated as necessary.
- We are unable to offer any refunds if your child does not attend for any reason due to the pre-arranged cost of staffing.
- If the club is forced to close because of circumstances beyond our control, (e.g. school closure due to floods or snow) refunds will be issued.
- Children attending Breakfast Club must arrive no later than 8.20am and must be brought into the setting by an adult so that your child can be registered.
- Children attending After School Wraparound must be collected by the end of their booked session, by a named adult who will be required to sign them out. If late picking up from session an extra charge will be added to your booking.
- Children attending an Extra-Curricular Club can also be booked into the After School Wraparound Club. Their session will begin from the time the extra-curricular club finishes.
- Parents/carers are asked to instil the importance of good behaviour at all times.
- Relevant school policies will be adhered to <https://stpauls.bhcet.org.uk/policies>

Breakfast Club Costs: £4 per child per session (7.30am until school begins)

After-school Wraparound Costs: £4 per child per hour/part of an hour (3.15-4.15 / 4.15-5.15 / 5.15-5.30)

Breakfast Club:

- When?** Mon-Fri. 7:30am – school starts. (Term time only, not PD Days)
- Where?** Childcare Facility – enter via Thames Road entrance.
- Who?** All school-aged children who attend St Paul's can attend as long as spaces allow. Mrs Ellison, Miss McCue and Mrs Drinkel will be running the club.
- Why?** Breakfast club is there to provide a service for working parents. Children may attend Breakfast Club if parents require childcare provision before the start of the school day.
- What?** Children will be provided with breakfast – cereal, toast, milk/water. They will then have time to engage in a range of activities. Outdoor activities will also be provided. At the end of the session the children will be taken over to school. Key stage 2 children can then make their own way to their classrooms, the younger children will be taken to class by Mrs Ellison.

After School Club:

- When?** Mon- Fri. 3.15 – 5.30pm (Term time only, not PD Days)
- Where?** Children will be collected from class and taken to the hall for registration. They will then be taken to the Childcare Facility. Adults collecting children should enter the Childcare Facility via the Thames Road entrance and leave by the same route.
- Who?** All school-aged children who attend St Paul's can attend as long as spaces allow. Mrs Simpson and either Mrs Ellison or Miss McCue will be running the club. (Two members of staff at all times)
- Why?** After-school club is there to provide a service for working parents. Children may attend after school if parents require childcare provision beyond the end of the school day.
- What?** Children will be provided with a light snack and refreshments. There will be a range of age appropriate activities for your child to enjoy as well as outdoor play. There will also be a quiet space if children want to read or complete homework.