



# St Andrew's CofE Primary School

Mathews Close Halstead Essex CO9 2BH

Telephone 01787 475699

E-mail [admin@st-andrewscofe.com](mailto:admin@st-andrewscofe.com)

Website [www.st-andrews-halstead.essex.sch.uk](http://www.st-andrews-halstead.essex.sch.uk)



Headteacher: Bridgette Gough     Deputy Headteacher: Claire Williams  
Assistant Headteacher: Heather Horton

**Breakfast Club Booking Form**  
07.45am to 08.45am Monday to Thursday (term time only)

**After School Club Booking Form**  
3.15pm to 5.30pm Monday to Thursday (term time only)

## Payment details:

Breakfast Club - £4.00

Afterschool Club - £10.00 per session (£9.00 sibling discount for second child or more)

All bookings for both Breakfast Club and After School Club should be made using Parentmail.  
**Please note for wrap around care, payment must be paid in advance at the time of booking.**

The school accepts payment via Parentmail, HMRC tax free childcare or child care vouchers (by agreement).

## **HMRC Tax Free Childcare Accounts and Child Care Vouchers only**

Please note, if paying by Tax Free Childcare or child care vouchers, any credits received into our bank account will be applied to your Parentmail accounts. You will be able to see this balance within the Accounts section of Parentmail once it has been applied by the school and use this balance as payment for bookings through Parentmail.

By using this service, you confirm acceptance of our Terms and Conditions. These are available on the school website.



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## Wrap Around Care Terms and Conditions

### Aims:

- to support parents by providing a high quality service which meets the needs of both parents/carers and children;
- to provide a reliable, safe, supportive and welcoming environment where children can play, have fun, relax and be with friends;
- to offer the children the opportunity of having a healthy breakfast at the start of the school day or a light tea after the school day

1. Both breakfast and after school club are run by members of St Andrew's Staff. The Club will operate for children attending St Andrew's C of E Primary School only and is available to children from Reception to Year 6.

2. Breakfast club is open from 07.45 to 08.45am Monday to Thursday (term time only). Breakfast will finish being served at 8.25am.

3. After School club is open from 15.15 to 17.30 Monday to Thursday (term time only)

4. The cost of the breakfast club is £4.00 per child per morning session including a choice of cereal or toast and a drink

5. The cost of the afterschool club is £10.00 per afternoon session including a light tea and drink (£9.00 sibling discount for 2<sup>nd</sup> child)

6. All bookings for both breakfast and after school club should be made via Parentmail. Bookings should be made by midnight the day before you wish to use.

Emergency adhoc same day bookings can be made by calling the school office after 09.30am. Sessions must be paid for as soon as possible and no later than 2.30pm.

7. Places are allocated on a first come first served basis and places are only confirmed with payment at time of booking a session and payment on Parentmail.

8. Bookings can be made daily or will be available to book a term at a time. No refunds will be made for booked but not attended sessions.

9. If paying by Tax Free childcare, or Child Care Vouchers, credits will be applied by the school when received to your Parentmail accounts so that you can see your balance.

10. If you are paying by Tax Free Childcare, or Child Tax Vouchers, a booking must still be completed on Parentmail to confirm the place. You must ensure that you have sufficient funds in your Parentmail account to book a session. If there are not enough funds, an alternative payment method will need to be used to book a session.

11. No refunds will be given if your child/ren does not attend the Club.

12. For breakfast club, parents are required to hand their children over to the club staff and ensure they have signed their child in on the register in reception.

13. At the start of school KS2 children will be released from breakfast club to join their class. KS1 children will be taken to their classroom by the club staff.

14. The school reserves the right to exclude a child if fees are not paid.

15. Parents will be given one month's notice of any increase in fees.

16. Parents are asked to keep the Club informed of any changes to emergency contacts, family situations or other details which may require special precautions especially in regards to home collecting arrangements.
17. The Club will provide activities to assist learning eg. helping with homework, reading, drawing, or playing board games. Children will not be allowed to leave the Club area to play outside unsupervised.
18. Wrap around care staff will be responsible for the care and management of children, treating them with respect at all times.
19. The Club will comply with environmental health food safety standards.
20. There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to.
21. All children are expected to behave well, show respect, to be polite, to look after equipment and resources, to be co-operative and courteous to staff and to each other.
22. Children who do not behave well or do not show respect for staff or each other may be excluded from the Club in line with the Schools Behaviour policy. A copy if required can be obtained from the school office
23. The Club welcomes staff and children from all backgrounds regardless of race, gender, religious beliefs and disability. We ensure that all children and staff are treated fairly and equally and comply with the Equality Act 2010 and the Special Educational Needs and Disability Act (SENDA) 2001.
24. The Club is committed to safeguarding & promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
25. Any child/ren with a rash, discharge from the eyes, diarrhoea or any contagious/infectious illness should be kept away from the setting.
26. If a child becomes sick during his/her attendance we reserve the right to call for emergency assistance and if necessary remove him/her to hospital. It is not our policy to administer medicines to children unless specifically requested by the child's parent/carer in writing.
27. The Club will not be liable for loss of property brought onto the premises by parent/carer or child.
28. The Club is covered by the school's insurance. Further details available on request.
29. In the event of a parent wishing to make a complaint, this should be made in the first instance to a member of Club Staff. If a parent is still concerned then the matter should be taken to the Headteacher.
30. The Club follows the policies of the school.