

## THE KING'S SCHOOL IN MACCLESFIELD



### **BREAKFAST AND AFTER SCHOOL POLICY (effective from 1 April 2022) INFANT & JUNIOR DIVISION**

The King's School in Macclesfield provides Breakfast and After School Club care for pupils aged 3 to 11 in the Infant & Junior Division.

We provide care for children between the ages of 3 and 11.

Places in each session are offered on a first-come first served basis.

#### **Bookings**

Parents must complete a registration form before their child/children can attend.

All bookings **must** be made via ParentPay to ensure that a register is maintained. This will also assist in the management of numbers attending and staff provision.

Bookings for Afterschool club can be made/cancelled or amended on Parent Pay up to 3pm on the day before. Bookings for Breakfast club can be made/cancelled or amended on Parent Pay up to 12 noon on the day before.

Bookings should be made on Parent Pay under "Book Meals and Places" then "Make Bookings". In the drop-down menu under "Booking Type" please select either Breakfast or Afterschool Club, if you require both you will need to go into each section separately. Select the sessions you require then "Confirm Booking" which will show you the amount to be paid.

#### **Payments**

Before booking please ensure that sufficient funds are available in the payment items on your ParentPay account under After School Club and Breakfast Club, to cover the sessions required as once the bookings have been confirmed, payment will be taken within 24 hours.

If there are insufficient funds in your After School and Breakfast Club item to cover the cost of the bookings requested, please add the necessary funds before this time or the booking will be cancelled.

Payment can be made by Childcare vouchers. Please book as above. Once the sessions have been chosen please confirm the bookings and this will show the amount to transfer in

Childcare vouchers. Please ensure that funds are requested from your Childcare Provider within 24 hours of booking.

Please note Childcare vouchers cannot be used for last minute bookings.

Fees are currently charged at £5.50 per session for Breakfast Club and £9.50 per session for After School. The Governing Body reserves the right to increase these charges as appropriate. There is no sibling discount. These charges will be reviewed in September 2022.

### **Last Minute/Emergency bookings**

Should you require a place after the deadline has passed please telephone the school office and make the payment due on ParentPay. Due to the nature of last-minute bookings we will unfortunately not be able to accept Childcare vouchers.

### **Arrivals and Departures**

The safe arrival and departure of the children in our care is paramount. Staff will ensure that an accurate record is kept of all children in the Clubs, and that any arrivals or departures are recorded in the registers. The registers are kept in an accessible location on the premises at all times. In addition, regular headcounts are carried out during the sessions.

### **Breakfast Club**

Breakfast Club runs from 7.45am to 8.25am (Infants) and 8.30am (Juniors.) Breakfast Club is held in the Infant and Junior Division's 'Little Hall.' A member of the Breakfast Club Staff will welcome your child/children and escort them, with their belongings, into the club.

If a child is registered to attend the club and does not attend for any reason, please email [pupilabsence@kingsmac.co.uk](mailto:pupilabsence@kingsmac.co.uk)

At the end of the session, the children will collect their belongings and will be escorted to class by a member of staff.

### **After School Club**

After School Club runs from 3.45pm - 6.00pm. Class teachers will be issued with a copy of the After School Club register each afternoon and will be aware of which children are due to attend that evening. Junior pupils will meet in the Junior corridor where a member staff will register them. Infant pupils will be escorted to the After School Club by a member of staff.

If a child that is not booked on to the school club presents themselves at the club, their parent will be telephoned to collect them and they will be kept safely but outside of the After School Club.

After School Staff will be notified, via the register, of any children attending after school extra-curricular clubs on a daily basis. Pupils will be escorted to the After School Club once the activity has concluded when they will then be registered.

If a child is booked into the After School Club but does not attend, staff will check whether the child was present at school that day. If the whereabouts of the child are not

known, staff will immediately inform the designated contact and take the following steps:

- End of day registers checked by the teacher in charge
- Staff on the school premises will conduct a thorough search of the premises and surrounding areas
- Parents will be contacted

Parents/carers must sign their child/children out of the After School Club. Children can only be collected by a parent/carer who has been authorised to collect them on their registration form or by having knowledge of the pre-arrange password.

Parents/carers must inform the Club in advance if some else is to collect their child. Parents/carers must provide their child's individual password. Children will not be handed over without it. Staff will contact the main parent/carer for confirmation if they have any concerns regarding departures.

All parents/carers are requested to make sure their child/children are collected by 6.00pm. If you are unavoidably delayed, please telephone the After School Club Supervisor on **07710 904431**. Parents/carers must notify the Club if they will be late collecting their child. If the Club is not informed, our policy for uncollected children, which is contained within our Safeguarding Policy, will be followed and a fee may be charged for a late collection.

Children **will not** be allowed to leave on their own.

### **Safeguarding and other policies**

The Breakfast and After School Club follow the School's Safeguarding Policy. The

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All policies can be found on our website.

### **Concerns**

If you have any concerns regarding the School's Breakfast and After School provision please contact our After School Supervisor in the first instance on 07710 904431.