

BREAKFAST AND AFTER SCHOOL CLUB PROCEDURES

SEPTEMBER 2022

BREAKFAST CLUB

Times

Breakfast Club runs from **7.50am to 8.30am**. Please do not attempt to drop off your child/ren before 7.50am as the school will not be staffed. If you wish your child/ren to have breakfast, you will need to drop them off **before** 8.15am.

Charges

£4 per session, invoiced online via School Gateway, to include breakfast (if dropped off before 8.15am) where a selection of cereals, toast and milk will be on offer.

Booking Procedure

Login to your School Gateway Account <https://login.schoolgateway.com> and select Breakfast Club and book the relevant dates. A full guide is available on the School Website <https://www.hayton.cumbria.sch.uk> under Parent Links. Bookings can be made up until 15:00 on the previous day.

Cancellation Procedure

If you need to cancel your booking, please amend via the School Gateway app if before 3pm the day before the required day or if after 3 pm or on the required day please send a text to the school using the school text system (01228 830123 – **Please note:** this number cannot take calls only texts).

AFTER SCHOOL CLUB

Times

After School Club runs from **3.30pm to 6.00pm**. Children will wait in their classes until collected by After School Club Staff. Please make sure that you arrive at school by 6pm in order to pick up your child/ren as school closes at this time (see below for collection procedures).

Charges

£3.75 per hour or £9.00 or for the whole session. If your child's session at After School Club runs into the second hour, the full hour rate will be charged and the £9.00 rate will be applied if the session runs into the third hour. Invoicing is online via School Gateway. Healthy snacks and drinks are included in this charge.

Booking Procedure

Login to your School Gateway Account and select After School Club and book the relevant dates. A full guide is available on the School Website. Bookings can be made up until 07:00 on the day.

Before dropping off your child/ren at school in the morning, please remind them of whether or not they are attending After School Club so that they themselves are aware of what they are doing.

Collecting Children from After School Club

When collecting children from After School Club please go to the **Hall** door and ring the bell. A member of staff will bring your child to the door so you can collect and sign them out from school.

However, if there is an alternative event taking place in the Hall, the children will go into the **Year 2/3 classroom**. Staff will put a sign outside the Year 2/3 classroom to indicate when they are in there. In this case, please go to the brown single door that is directly opposite the gated courtyard entrance, where a member of staff will bring your child to the door so you can collect and sign them out from school.

Cancellation Procedures

If you need to cancel your booking, please amend via the School Gateway app if before 7am of the day required day or if before 3 pm on the required day please ring the school 01228 670491. Failure to cancel your child's place will result in a 1 hour charge.

If your child/ren leave school unexpectedly early, due to illness or any other reason, please remember to cancel their After School Place by notifying the school office when you collect them, otherwise After School Club may not be aware that the child/ren are not in school and will be looking for them.