

# **BREAKFAST AND AFTER SCHOOL CLUB PROCEDURES**

## **SEPTEMBER 2018**

### **BREAKFAST CLUB**

#### **Times**

Breakfast Club runs from **7.50am to 8.50am**. 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** 8.30am.

#### **Charges**

£4 per session, invoiced online via School Gateway, to include breakfast (if dropped off before 8.30am) 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 07:00 on the relevant day.

#### **Cancellation Procedure**

If you need to cancel your booking please send a text to the school using the school text system (01228830123 – **Please note:** this number cannot take calls only texts).

### **AFTER SCHOOL CLUB**

#### **Times**

After School Club runs from **3.15pm(KS1)/3.30pm(KS2) to 6.00pm**. Children in Key Stage 1 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**

£3.50 per hour, £8.50 for the whole session (3.15pm/3.30pm to 6pm). If your child's session at After School Club runs into the second hour, the full hour rate will be charged and the £8.50 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 14:30 on the relevant 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 where you will be let in by a member of staff in order to collect and sign out your child. However, if there is an alternative event taking place in the Hall, the children will go into the Year 1 classroom. In this case, please go to the outside double doors of this classroom (the third lot of double doors on your right once you have entered through the school gate) where you will be let in by a member of staff. Staff will put a sign outside the Year 1 classroom to indicate when they are in there.

### **Homework Group**

As part of After School Club, we offer a Homework group to Key Stage 2 children to support children with their homework if they wish. This is available from 3.45pm (after they have had a drink and snack) until 5pm on Tuesday and Thursdays. Occasionally, due to staff commitments, we cannot provide this facility but it is available most weeks. Homework is not compulsory and the children can also use the computers to play Maths and Literacy games and make PowerPoint presentations etc. If you specifically want your child to do their homework in one of the Homework Group Sessions, please let the After School Club know so that we can ensure that this is done.

### **Exiting the Building**

Please exit the building with your child/ren through the **Hall** Door or, if the children are in the Year 1 classroom, then through the Y1 double doors. **DO NOT** try to exit through the main school entrance as you will not be able to pass through the Security Doors without the help of a member of staff. **PLEASE DO NOT TRY TO PRESS THE EMERGENCY EXIT BUTTON (UNLESS THERE IS A REAL EMERGENCY) AS THIS IS A BREACH OF SECURITY.**

### **Cancellation Procedures**

If you need to cancel your booking please send a text to the school using the school text system (01228830123 – **Please note:** this number cannot take calls only texts). Failure to cancel your child's place will result in a 1hour 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.