



GARSTANG ST THOMAS CHURCH OF ENGLAND SCHOOL

Part 1 - Breakfast/ After School Terms and Conditions

The breakfast club and after school club are operated by the school under the governance of the board of governors. As such, all the normal school policies will apply.

Mrs Williams, our office manager, is the extended services manager for the school. She can be contacted by e-mailing: office@garstang-st-thomas.lancs.sch.uk or 01995 603454.

Parents and carers wishing to use the clubs are asked to carefully read these terms and conditions. The registration form must then be completed and returned to office@garstang-st-thomas.lancs.sch.uk for confirmation of a place, prior to a booking/s being made on Parentpay.

Breakfast club Drop off time: 7.30am – 8.00am

Entry to the school site is via the path to the main school entrance. There is a sink/ sanitiser gel on the way into school. There will be an outside bell to ring and a member of staff will come to welcome your child(/ren). There is a half an hour window to drop off at breakfast club then breakfast will be served.

After school club Collection time: 4:30pm – 5.45pm

To collect your child(ren), please enter the school site via the path to the main entrance. There will be a designated zone to collect your child(/ren). Please do not enter the building. On arrival, please ring the bell on the intercom and inform the staff who you are collecting. A member of staff will bring your child/ren.

Parents/ carers who are dropping off and collecting must drop off / collect from the main school door.

BOOKING SYSTEM

- If you would like to book your child into after school club / breakfast club, please complete the registration form and return to office@garstang-st-thomas.lancs.sch.uk
- You will be notified as soon as possible by e-mail if places are available. You will then be welcome to book and pay online on Parentpay.
- If places are not available, your child's name will be placed on the waiting list.
- All sessions agreed on the registration form will be for the whole term. 4 weeks' notice is required for any changes.

CHARGES

- Charges are as follows:
 - i. Breakfast club - **£3.75 a session**. Arrival from 7:30am. Breakfast is served at 8am on wards.
 - ii. After school club - **£8.00 a session**. From the end of the school day and will close at 5.45 pm. A snack and drink will be served during the session.

- iii. Late collections will result in an automatic charge of £10. Please note that the charge will apply even if a phone call notifying the club of late arrival has been made.
- iv. A reduction for 3 or more children of the same family will be applied as half price session for the third

- Payment must be made in advance of the session. If fees for any sessions of breakfast club/ after school club are outstanding, we will not be able to accept children at the clubs until these are settled in full. Fees apply if children are unable to attend for any reason.
- We reserve the right to withdraw a place if your child's behaviour is consistently poor. Additional charges may be applied if your child requires extra supervision.
- On the day requests cause considerable extra workload and disruption (changing registers, updating electronic systems and going to speak to the teacher in the middle of a lesson). If there is an emergency situation during the day, please ring 01995 603454.

SAFEGUARDING

The school safeguarding policy applies to the wrap around care and the Designated Safeguarding Leader (DSL) for safeguarding is Mr Jim Blakely. The back-up DSL's are Mrs Katharine Stewart and Mr Lee Baker.

SCHOOL POLICIES

All school policies will be followed in breakfast and after school club.

Please complete the booking form – Part 2 and return by email to office@garstang-st-thomas.lancs.sch.uk or direct to the school office.

INSTRUCTIONS FOR BOOKING ONLINE

- Login to www.ParentPay.com
- Select the child you wish to make a booking for
- From the navigation panel select **Bookings-make or view bookings**
- Select booking type e.g. Breakfast Club or After school Club
- Choose the period you wish to make using **Week commencing** then **select make or view bookings**
- Select the bookings for your child
- A summary of your bookings will show at the bottom of the page with any previous bookings showing in red
- Review the booking summary and select **Confirm bookings**
- Any credit from your ParentPay account will be deducted from the balance to pay. If there is a value in the Payment due section, select **pay now** and you will be taken to the payment screen to complete your booking
- Any bookings made will need to be paid for to confirm the bookings
- This can be done in advance on a weekly, fortnightly, monthly or half termly basis
- The booking option will close 48 hours before the session