



GARSTANG ST THOMAS CHURCH OF ENGLAND SCHOOL

Breakfast/ After School Terms and Conditions

Here at Garstang St Thomas we have wrap around care where we offer a breakfast club from 7.30am in a morning and an after school club until 5.45pm.

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 on 01995 603454.

Parents and carers wishing to use the clubs are asked to carefully read these terms and conditions. To book places, please complete the booking form on our website:
www.garstangstthomas.com/wraparound.

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 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. 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

- The online booking form must be completed for confirmation of a place.
- All sessions agreed on the online form will be chargeable in term time. 4 weeks' notice is required for any changes.
- Sessions are charged on a monthly basis prior to the sessions.
- If places are not available, your child's name will be placed on the waiting list.

CHARGES

- Charges are as follows:
 - i. Breakfast club - **£4.34 a session**. Arrival from 7:30am. Breakfast is served at 8am on wards.
 - ii. After school club - **£8.95 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.

- Charges will show for the month ahead.
- 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 in the event of non payment.
- For parents of children who may require additional adult support, for example those who have an ECHP, should contact the school in advance of booking.
- If there is an emergency situation and you would like to enquire about an after-school club place on the day, ring 01995 603454 between 8:30am and 11am and we will check availability. Ad hoc booking will be charged at time of booking.

SAFEGUARDING

The school safeguarding policy applies to the wrap around care, and the Designated Safeguarding Leader (DSL) is Mr Jim Blakely. The back-up DSLs are Mrs Katharine Stewart and Mrs Rachel Procter.

SCHOOL POLICIES

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

INSTRUCTIONS FOR PAYING ONLINE

- Login to www.ParentPay.com
- A summary of your charges for the month ahead will show as a minus balance on the payable item.
- 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 payment.
- We kindly request payments are made before the session.

HMRC TAX FREE CHILDCARE

Tax-Free Childcare can help with the cost of paying for childcare. For every £8 you pay into the account, the government will top it up by £2. Further information: <https://www.gov.uk/tax-free-childcare>. HMRC Childcare Tax-Free payments arrive on a monthly statement and then payment is allocated to your ParentPay account. Please provide the TFC reference code on the booking form.

OTHER VOUCHER SCHEMES

If your employer operates a childcare voucher scheme you will be able to use the vouchers to pay for your child's sessions at our breakfast and after school club. If you have set up an account, please select provider (Garstang St Thomas Primary School – PR3 1PB). Allocate funds and send payment. Voucher provider payments are allocated to your ParentPay account within 2/3 days of payment being made.