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Roundswell Community Primary Academy Before & After School Club Information 2023-2024

**Opening Times**

The club runs every week day during term time at the following times:

Breakfast Club: 7.45am – 8.45am in the Studio. Please use the Studio entrance doors (next to the main school doors) Your child can be brought in at any time during the session.

At the end of the session the children will be escorted to their classroom and left in the care of their teacher. Breakfast is served until 8.30am.

After School Club: 3.00pm (for nursery children) 3:20 – 5:45pm in the Studio. Please use the Studio doors (next to the main school doors) when collecting your children.

At the end of the school day, the children will be taken to After School Club by a member of staff. You must collect your children by 5:45p.m.

If you can let the school office (admin@roundswell.tarkstrust.org.uk) or the After School Club staff know an approximate time that you will be collecting your child, that would be hugely appreciated.

Please let the school office or After School Club staff know if your child will be collected by anyone other than a named contact on our system. We operate a password collection process as part of our safeguarding processes. Please supply us with a password that can be used by a family member or friend to collect your child.

**Staff**

Each session is supervised by a Play Leader. Play Leaders are trained in First Aid and Safeguarding.

Our Play Leaders are as follows:

Before School Club Mrs Gemma Stabb

After School Club Miss Emma Coles

**Fees and Booking**

The club currently accepts 13 children per session, however there is capacity for this to increase with further staff recruitment.

Bookings must be made via the school office. Priority will be given to those children attending every day. If the club becomes full for a particular session, children will be placed on a waiting list and parents/carers will be contacted once a place becomes available. All bookings must be made in advance via the school office.

Booked sessions will be loaded onto the MCAS Parent Portal and payment can be made online via MCAS. If you need a reminder of your MCAS login details, please let us know. Parents of new children will receive their MCAS details soon after the children start with us.

**Fees per session are:**

Breakfast Club: £3.70 per child

After School Club: £6.80 per child

All booked sessions must be paid for, even if not attended.

We charge £5.00 for every 15 minutes or part thereof for late collection of children after 5.45pm. This is to contribute towards staffing costs.

**Attendance**

If your child is unable to attend a session for whatever reason, please inform the school office or Play Leader as soon as possible so we have an up-to-date session register of who is attending.

Charges will still apply for booked sessions.

**Contact details and drop off/collection**

The children must be dropped off or collected by a parent/carer or other adult authorised by you unless by prior agreement. We will not release your child to an adult for whom we have not been given permission. Please provide a password to Emma in the office for family or a friend to use when collecting your child.

**Cancellation notice**

Should you no longer require a place for your child at Before and After School Club**, we require 4 weeks’ notice of cancellation.**

**Administration**

All Club administration is done via the school office. If you would like to register your child, book sessions or you have any queries relating to payment of fees, please contact the school office.

School Telephone number: 01271 445111