



Prettygate Infant and Junior Schools  
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CO3 4PH

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[www.prettygateschools.co.uk](http://www.prettygateschools.co.uk)

## Wrap Around Care Terms and Conditions (Revised June 2024)

Prettygate Junior School (PJS) is pleased to offer daily After School Childcare on school days, for children of both Prettygate Infant and Junior Schools. This club runs from 3.15pm to 4.30pm or 6.00pm. The following are the conditions of attending After School Childcare;

### Aims:

- To provide care for children within the school community that meets the needs of parents/carers
- To provide a happy, welcoming, safe and secure place where all children are valued
- To provide a range of structured play activities to engage and stimulate the children
- To provide attending pupils with a breakfast before school and a substantial snack after school (6pm session)
- To provide a consistent and professional service to all

### Session Organisation & Fees

#### Breakfast Club

- The breakfast club runs Monday – Friday 7.45am to 9am.
- The cost per breakfast club session is £5.00. Payment can be made via card through the school office or over the telephone.
- Breakfast club is available for pupils from Reception to Year 6.
- Pupils will be given breakfast during the session.
- Breakfast club is located in the Junior school hall and parents drop off pupils at the external hall door.

#### After School Club

- Afterschool club runs Monday – Friday 3.15pm – 4.30pm or 6.00pm
- Early sessions (4.30pm pick up) are charged at £6 per session and late sessions (6.00pm pick up) are charged at £12.00 per session – late pick ups will incur extra charges.
- Afterschool club is available for pupils from Reception to Year 6
- Pupils attending the late session will be given a substantial snack at 5pm. Pupils with dietary requirements will be catered for.
- Afterschool club is located in the Junior School Hall.
- When collecting children, parents are required to telephone the afterschool club number **07340 244053** and wait at the school office.
- Pupils attending the afterschool club who are at the Infants school are walked over by a member of staff and marked off the register once they arrive at afterschool club.
- Pupils attending afterschool club who are at the Junior school will be dropped off at afterschool club by a member of classroom staff. Pupils are then marked off the register.



## Booking

### Breakfast Club

- Places must be booked and paid for in advance using the monthly booking form.
- Booking forms must be submitted to the Junior school office.
- Any bookings/account queries must be directed to Mrs Mugford [k.mugford@prettygateschools.co.uk](mailto:k.mugford@prettygateschools.co.uk)

### Afterschool Club

- Places must be booked and paid for in advance using the monthly booking form; in cases of emergencies, bookings will be taken up to 4pm the day before, but this is for exceptional circumstances only and dependent upon availability.
- Booking forms must be submitted to the Junior school office.
- We do not accept bookings for the late session (6pm) on the day. These can only be pre-booked in advance.
- Any bookings/account queries must be directed to Mrs Bellotti [office@prettygateschools.co.uk](mailto:office@prettygateschools.co.uk)

## Cancellations

- If you wish to cancel a breakfast club or afterschool club session which you have booked you must advise the school office by 4pm the day before; otherwise no refund will be available.
- The only cause for school cancellation would be due to school closures in the event of adverse weather conditions or problems with the school building e.g. no heating or water supplies. In the event of closure, a member of staff will contact parents as soon as possible. School closure through adverse weather conditions will be posted on the school website.

## Late Collection Fees

The afterschool club runs from 3.15pm – 6.00pm, Monday to Friday. Children must be collected promptly at either 4.30pm or 6.00pm, dependent upon booking. Lateness of collection will result in a penalty charge being applied. These are as follows:

- If your child is booked in until 4.30pm, there will be a penalty charge of £3.00 per child for every 15 minutes, or part thereof, that you are late.
- If your child is booked in until 6.00pm, there will be a penalty charge of £10 per child for every 15 minutes, or part thereof, that you are late.
- If you are late collecting your child/children on 3 or more occasions within one half term period, your child/children's place at After School Club could be withdrawn.

This rate is based upon the fact that the staff are employed until 6.00pm, and we will then have to pay them for the extra time that they have to remain at school until you collect your child. Our site manager also has to remain on site to lock the school, which should be done at 6.00pm.

***Late collection fees will need to be paid immediately. Failure to do so will mean that your child will not be permitted to be booked in the future.***

## Debts

- The school operates a zero-debt policy.

## Changing sessions

- Parents/carers may request a change to session patterns by giving 1 months' notice in writing to the office staff.



- Changes will be allocated if space is available.

### **Behaviour**

The school's behaviour and relationships policy will be followed to ensure consistency for the children at breakfast and afterschool club. The school expects good behaviour and respect for others. The afterschool club reserve the right to withdraw the service if a child's behaviour is unacceptable.

### **First Aid**

The breakfast and afterschool club has access to first aid and the members of staff will hold a current first aid certificate. All accidents will be recorded on CPOMS and reported to the parents/carers upon collection. In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible.

### **Safeguarding**

All staff are trained in Child Protection procedures and follow the recording and reporting procedures identified in the school's safeguarding policy.

### **Health and Safety**

All staff are trained in Level 2 Food Health and Safety.

### **Lost Property**

Prettygate Schools accepts no responsibility for the loss or damage of property brought on to the premises by a parents/carer or child.

### **Equal Opportunities**

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. Breakfast and Afterschool club will adhere to the school's Equality and Diversity policy.

### **Complaints**

All complaints will follow the school's Complaints Policy which can be found on the school website.

