

Before School Care & After School Care information

Minerva vision and values

Our Intent:

M – we use a Growth **Mindset** attitude to learning, where resilience is key.

I – we promote **independence** in both the children's learning and their approach to later life.

N – we pride ourselves on how we **nurture** the potential of every child.

E – we recognise the importance of the **environment** both on a local, national and global level.

R – we will **respect** all pupils and adults in our school and the wider community.

V – our **village** is fundamental in developing a sense of community.

A – all children, parents and staff are **aspirational** in their outlook

Timings:

Before school care is **8am until 8.35am**

After school care is **3.15pm until 6pm**

This is for the children of Plaxtol Primary School. The number of places is limited so they are offered on a first-come first-served basis. When all places have been filled a waiting list will be established, with priority being given to siblings of children already attending the club.

Registration:

When an enquiry regarding places is made, parents or carers will be given all the relevant session information details and a registration form. If a place is available, the child will be able to attend the session as soon as the completed forms and payment have been received.

Bookings:

Bookings can be made up to the day before attendance is required. Parents must book and pay via Parentmail/+pay. They can book up to a term in advance. Any child turning up without a booking will not be allowed to attend.

Sports clubs:

If your child wishes to attend an after school club prior to them attending ASC ie on the same day. You will need to book and pay for both the club and ASC in the usual way via Parentmail/+pay. Your child will be walked from their after school club and taken to the library to join ASC. The light tea will only be served when all other after school clubs have finished.

Absence:

If a child is going to be absent from a session, parent should notify the school in advance. If a child is absent without explanation then staff will contact the parent or carers to check where the child is.

Arrival:

Children should come to the main office in the morning from 8am to attend Before School care. Children attending After School Care in KS2 will make their way to the library (Magpies) at the end of the day, children in KS1/EYFS will be taken by a member of their class team.

Activities:

The club will take place in library (Magpies), with access to outside space. There will be drawing, games, puzzles and construction toys available during the club. The children will be able to complete homework after school but it is not a homework club.

Collection:

For After School Care, parents/carers should come to the main office and ring the doorbell to speak to a member of staff, who will then bring their child to them. Children can only be collected by an adult who has been authorised to collect them on the registration form. The After School Care leader must be informed in advance if a different person is collecting the child. Staff will ensure that the child is signed out before they leave with the correct time listed.

Late Collection of children:

If a child is not collected when After School Care finishes at 6pm, the member of staff will have to wait on site until the child is picked up. This incurs additional staffing costs. Therefore, a late collection charge of £5.00 per session per child will be made if collection is between 6.00pm – 6.15pm. A total collection charge of £10 will be made if collection occurs between 6.15pm – 6.30pm. This will be added to the Parentmail account and must be paid before any further attendance is permitted.

Staff will be leaving at 6.30pm, if exceptional circumstances arise, where you are delayed longer than this and are unable to organise for another responsible person to collect the child(ren), you must phone to speak to the ASC member of staff. They will consult with the headteacher to decide the course of action.

Fee structure:

Fees are charged per child per session as follows:

Before School Care is 8am - 8:35am £3.50

After school care is 3.15pm - 6pm £13.00 This includes a light tea of a sandwich, a piece of fruit and a drink.

The school recognises that childcare can be costly, so we encourage eligible parents or carers to look into Tax Free Childcare – www.childcarechoices.gov.uk. Please contact the School Office to discuss the use of childcare vouchers. Parents can use Universal Credit childcare support for up to 85% subsidy of their costs, and eligible parents can use Tax Free Childcare to subsidise costs, covering 20% of costs up to £2k a year.

- Fees are paid upfront, when making your bookings via parentmail (unless paying by childcare vouchers)
- Fees can be paid using childcare vouchers. When using childcare vouchers, the school must receive the funds at the time that the booking is made.
- Fees are charged for booked sessions whether the child attends or not. Cancellations must be made via the office at least 3 days before the session.

Payment of fees:

Fees are reviewed annually by the Headteacher and Finance Officer. If fees are not paid, the Finance Officer will write to the parent/carer, requesting payment. If the parents or carers are having difficulty making the payment, we recommend that they arrange a meeting with the Headteacher as soon as possible.