



# **MOGGIES**

  

## **BREAKFAST AND AFTER SCHOOL CLUBS POLICY 2023-2024**

**Effective Date:** September 2020

**Last Reviewed:** January 2023

**Reviewed by:** Mrs L Robbins

**Next Review Date:** January 2024

Moggies Breakfast Club and After School Club, run by Moggerhanger Primary School, provides high quality wraparound care before and after school for children aged 3 to 11 who normally attend Moggerhanger Primary School.

**Our Mission Statement:**

***“To provide all children within our care a safe and caring environment where a variety of stimulating and exciting play opportunities exist to support learning and creativity”***

**Through our breakfast and after school clubs we intend to:**

- Provide opportunities for fun, enjoyment and learning through a range of activities
- Encourage children to develop friendships between age groups and work together
- cooperatively
- To enhance the development of creativity in a happy environment where children are
- supervised by a committed and professional staff team
- To work within a framework which ensures equality of opportunity for all children and their families.

Good quality wraparound childcare has a positive impact on children’s outcomes. Research by NatCen shows that participating in organised sports and joining after school clubs can help to improve primary school children’s academic performance and social skills. Among disadvantaged children, those who attended after school clubs fared better than their peers who did not take part in such groups. They achieved on average, a 2- point higher total score in their KS2 assessments in English, Maths and Science at the end of primary school. Research also shows that children who participated in organised sports and physical activities at any time during primary school, had better social, emotional and behavioural skills than those who did not take part. The findings took into account background factors such as child gender, ethnicity, age and family structure, as well as parental income and occupational class.

*(Wraparound and holiday childcare Parent and childcare provider ‘rights to request’ Guidance for local authority-maintained schools, academies and free schools, May 2016)*





### **We offer each child:**

- A specially tailored monthly timetable of activities which are planned to take into account the children's interests and ideas from the School Council
- Special events each month, linked with seasonal celebrations and calendar dates, such as Bonfire night, Halloween, Christmas, Easter and Summer
- Parties where the children can bring special outfits and enjoy special party food together (in line with dietary requirements)
- Sporting clubs with a qualified PE teacher and Level 1 football coach, including football, dodgeball, cricket, athletics, multi-skills and many more
- Football Club with qualified coaches from 4 Corner Coaching
- Dance Clubs with a professional dance teacher
- Regular opportunities for crafts and cooking
- Regular opportunities for outdoor play, Eco-Club and Forest School-themed sessions
- Regular movie nights, which may include special snacks such as popcorn (in line with dietary requirements)
- Regular opportunities to use ICT including laptops
- Provision for free play with high quality toys including Lego sets
- A safe family environment, where children can get to know children from other year groups
- Some year-group specific events, for example dodgeball for Early Years up to Year 2, or for Years 3-6
- Quiet space if desired for reading or homework
- Healthy and varied choices for breakfast
- The usual staffing ratio is 1 adult to 16 pupils (aged 4+), with another member of staff and/or a qualified teacher on site at all times who can be called upon to support when needed
- The staffing ratio is 1 adult to 13 pupils where pupils aged 3 are present, in line with the EYFS Statutory Framework
- Where teachers are running events, ratios may be extended to 1 teacher to 30 pupils (aged 4+) as appropriate to the event
- Professional staff, who know the children well, as they work as Learning Support Assistants at Moggerhanger Primary School.



## Bookings and Payments

Bookings must be made in advance and payment is required at the time of booking, in order to secure your child's place.

All bookings are allocated on a first-come, first-served basis. For some events, numbers will be limited to ensure that staff ratios are adequate. However, if you need to book a club and it is full, please speak to the school office as they may be able to accommodate your booking.

All sessions must be paid for before the child attends the session, whether this is by debit/credit card, PayPal or childcare voucher. Non-payment will result in your booking being cancelled and your child/children will, therefore, not be on the register and you will be required to pick them up at their usual home-time.

If you arrive for Breakfast Club and your child is not booked on, you will be asked to go onto your app to book and pay for the session, before they are able to attend that session.

### Bookings using Online Payment:

- Online bookings using debit/credit card or PayPal can be made via the ParentMail app
- Go to 'Account' where you will be able to select 'Moggies Breakfast Club' or 'Moggies After School Club'.
- You will then see a calendar view of dates. Click on the week you wish to book for, and a list of available dates will pop up. Tick the box for the dates you wish to book, then scroll down to the bottom of the week and click 'PAY NOW'.
- You will see a pop-up box saying 'Repeat Selections'. Select Repeat if you would like to repeat your selections for additional week(s). 'REPEAT CONTINUE CANCEL' - if you click 'REPEAT' you will see the other weeks that are available, so that you can add the same days for those weeks.
- Otherwise, click 'CONTINUE'. You will see a pop up saying, 'Review Selections' – please review your selections and click 'Confirm' and check your choices which will show as ticked or 'No Choice'. Scroll to the bottom to 'CONTINUE'.
- You will then see 'Items in Basket', showing your items and the total at the bottom. Click 'CHECKOUT'.
- Payment Methods available – PayPal or Visa/Mastercard Card Payment.
- If paying by card, ParentMail may have your card details saved and you will only need to put in the last 3 digits from the back of the card to confirm the payment.
  
- In the event of any discrepancies, the school office or finance team will make contact
- Data from the booking form is recorded on ParentMail, and registers will be created based on sessions which have been paid for.

### Bookings using Childcare Vouchers ONLY:

- Please note that if you pay for your Moggies bookings by the Childcare Voucher scheme, you will need to book via a paper booking form from the school office.
- Please complete the booking form and pay the required amount in vouchers via your chosen Voucher Scheme. The office will then check and confirm your booking.

- In the event of any discrepancies, the school office or finance team will make contact.
- Data from the booking form is recorded on ParentMail and registers will be created based on sessions which have been paid for by voucher.

#### **Cancellations and Refunds:**

- Sessions cancelled with less than 48 hours' notice will still be chargeable
- Should a session no longer be required, please inform the staff contact or the school office, as soon as possible, so places can be re-allocated
- If you require a refund, please contact the school office who will be able to process this, provided that more than 48 hours' notice has been given.
- Cancellations made by Moggies or Moggerhanger Primary School will be refundable.



## **Moggies Staffing**

### **Senior Leadership Contact:**

Mrs L Robbins

*Deputy Headteacher*

### **Administration Contacts:**

Mrs J Russell

*Admin Assistant*

Mrs N Jones

*Admin Assistant*

### **Moggies Breakfast Club Staff:**

Mr Petrucci

*Moggies Assistant*

### **Moggies After School Club Staff:**

Mrs A Carter

*Moggies Assistant*

Miss L Ball

*Moggies Assistant*

Miss A Ball

*Moggies Assistant*



## **Session Times & Fees**

### **Breakfast Club**

**Opening times:**

8:00am to 8:40am

**Fees:**

£5.00 per session

Breakfast will be served up until 8:30am. Children can arrive at any time, however, arrivals after 8:30am will not have time for breakfast. At 8:40am children will be escorted to the playground to start their normal school day with the rest of the school.

### **After School Club**

**Opening times:**

3:15pm to 5:15pm

**Fees:**

£10.00 per session

The After School Club will be open daily, during term time, from 3:15pm to 5:15pm. Children make their way to the hall as school finishes, where the Moggies staff member will take a register and direct the children to the activities.

**Late Collections:**

- Parents/carers can collect their child(ren) any time within the session times booked, or at the finishing time of 5:15pm. If you are more than 10 minutes late to pick up your child(ren) after 5.15pm, you will be charged £5.00 per child.
- Late collections of more than 25 minutes will be charged at £10.00 per child.

**Non-Collection:**

- If a child has not been collected by the end of the session, parents/carers will be contacted by telephone, in the first instance. The additional emergency contacts that parents/carers have provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, Police and Social Care will be informed.

**Contacts:**

If you have any queries please contact the school office, using one of the methods below:

**Tel:** 01767 640270

**Email:** [office@moggerhangerprimary.co.uk](mailto:office@moggerhangerprimary.co.uk)