



## Gomer Junior School Breakfast / After School Club Information and Terms and Conditions from September 2023

We have a brilliant breakfast and an awesome after school club run by members of school staff. The clubs are held in the School Hall and occasionally in The Gomer Globe on the Junior School site. Other than booking sessions via Tucasi (Scopay) there is no formal registration.

### **\*\* Breakfast Club \*\***

#### **What time is breakfast club and how much does it cost?**

<b>Time</b>	<b>£ per session</b>
7.15am – 8.45am (with or without breakfast)	£6.00
7.45am – 8.45am (with or without breakfast)	£4.00
<b>Please note:</b> breakfast is served no later than 8.15am	

We can provide the children with a wide range of activities: table top games, craft activities, colouring, dancing and fitness. Weather permitting, pupils will also have access to outside play.

#### **What's on the menu?**

We offer a selection of cereal, toast, and sugar free squashes (or water) for pupils who would like to eat with us.

### **\*\* After School Club \*\***

#### **What time is after school club and how much does it cost?**

<b>Time</b>	<b>£ per session</b>
<b>Mon-Thurs:</b> 3.10pm – 5.45pm	£9.00
<b>Mon-Thurs:</b> 3.10pm – 4.30pm	£5.50
<b>Mon-Thurs:</b> 4.15pm – 5.45pm	£6.00
<b>Friday Only:</b> 3.10pm – 4.30pm in The Globe	£5.50
<b>Please note:</b> there will be a £10 late charge per child if your child is not collected on time	

The cost for the after school club includes a healthy tea. After school club is based in the School Hall but other areas of the school e.g. the IT Suite and the GMG will also be used. We provide the children with a range of activities: table top games, craft activities, colouring, home learning support, reading and safe use of the internet, as they are allowed to play selected online games or do their own research, dancing and fitness and a chill out zone. Weather permitting, children are encouraged to play outside. Please come to the School Hall to collect your child.

#### **What's on the menu?**

We offer a variety of light teas which include items such as bagels, soup, beans on toast or spaghetti hoops, fruit and yoghurt will always be available plus sugar free squashes (or water) to drink.

This provision is currently open to all our Gomer Junior School children.

# Terms and Conditions

## Registration/Attendance and Collection

On arrival at any school club your child must register with a member of staff. For GClub, please ensure you chaperone your child to GClub to ensure that your child has arrived safely.

To collect your child from GClub, you will need to report to The Hall.

Your child is only permitted to leave the club with a 'named contact' (as disclosed by you on the registration form). If an unauthorised person arrives to collect your child, they will not be permitted to leave until we have made contact with you or one of the 'named contacts'. No child under the age of 16 is permitted to collect your child unless we have written permission (an email or letter) from you, the parent/carer.

Your child must be collected by the finish time of the session you have booked. A late collection fee of £10 will be payable if your child is collected after the finish time. After that time the cost will be £10 for every 15 minutes, or part thereof. These charges reflect the costs incurred to keep the school open and staffed. This charge will apply even if a phone call notifying the club of late arrival has been made. Persistent lateness may result in your child losing their place at GClub. Persistent lateness is deemed as 3 times during a half-term.

If you have not made any contact with the After School Club and your child is not collected within half an hour of closing, i.e. 6.15pm, then GClub are required to contact the relevant authority, i.e. Children's Services and the Police.

## Booking and Cancellation of Sessions

Sessions are to be booked via Tucasi (Scopay). Please note, sessions are not secured until payment has been received. If a session has reached capacity, you will not be able to book. Please note:

- If paying by cash the booking is immediate.
- If paying by childcare voucher, tax credits, bank transfer or cheques, please contact the team at [gclub@gomer.gfmat.org](mailto:gclub@gomer.gfmat.org) informing them of your payment. Once payment has cleared, (it normally takes about 3 days for vouchers or credits to be received) the Finance Team will secure your booking.

Ad-hoc sessions can be booked but we cannot guarantee we will have space. All ad-hoc requests must be made by Tucasi. If it is really last minute, please do email us in order to confirm availability.

## Fees

Any sessions booked, regardless of attendance, have to be paid for. Sessions are required to be paid for before attendance. In exceptional circumstances e.g. you are unable to collect your child from school on-time, payment can be made in retrospect.

If any debt is generated, your child will not be able to attend GClub until the debt has been paid.

Similarly, no partial refund will be given if a child does not require breakfast or tea.

GCLUB is very popular. Therefore, it is ESSENTIAL that children arriving at GCLUB have been booked at least 24 hours before a session is required. In an absolute emergency, please do contact the school office to see if we can accommodate any requests. Any child attending GClub, without an acknowledged booking will be charged an additional £10 per session. This will support the costs to pay for additional staff we will require, on the day, to support ratios for the session.

## Policies and Procedures

GClub is led and run by the school and operates as an extension to the school day and, as such, is informed by current, established school policies and practices. To ensure the safety, protection and provide the best possible care for your child, GClub will adhere to Gomer Junior policies and procedures. These are available for you to view on-line.

## **Complaints**

Should you have a complaint about GClub, or a member of staff, please inform the Club Leader in the first instance. If the matter is not resolved to your satisfaction, please follow the procedures set out in our Complaints Policy which is on our website.

## **General**

Children will make their own way to GClub through the school building.

If your child's behaviour is disruptive to the general well-being of other children in our care, your child may not be able to attend the club.

It is recommended that children do not bring personal belongings to the club, e.g. toys, electronic games. The club will not accept liability for any loss or damage to such items.

Booking via Tucasi (Scopay) registers the child to GClub.