



**Welcome to**  
**Langafel Extended School Services**

For pupils of  
**Langafel Primary School**

Monday - Friday

Breakfast Club: 7:40am

After School Club: 3:10pm – 6:00pm

**THE CLUBS RUN TERM TIME ONLY**

## WELCOME TO THE LANGAFEL EXTENDED SCHOOL SERVICES

Our extended school services consist of breakfast and afterschool clubs and are open to all pupils within our school.

We hope that you find this pack informative and helpful. We have tried to cover any queries that you may have but if you have any further questions please feel free to ask a member of the office staff who will be more than happy to help you.

Both clubs are run by current Langafel Staff who fully meet the criteria required to work with children. Our staff already know your children and will have similar high expectations of your children at the club as they do when they are in school.

Once the children have arrived at the club, they can participate in a wide and varied range of activities. Children at after school club will have access to school resources such as sports and IT facilities. The activities give structure to the club but are also chosen to provide fun, relaxation and enjoyment for the children.

Children will also have the opportunity to start their homework at after school club. It is, however, an important feature of homework that children share their learning at home so it will not always be completed.

When breakfast club ends children in early years and key stage one will be escorted to their classrooms to begin the school day. Likewise for afterschool club the early years and key stage one children will be collected from their classrooms.

If your child is participating in a specific afterschool club such as gymnastics or football please let us know to ensure they are on all registers.

## LOCATION

Both rooms may be accessed from the key stage one playground, which is opened to cars for parking, before and after school.



Red Star– Performing Arts Room

Blue Star – Butterfly Room

## BREAKFAST CLUB

Breakfast club may be used on a casual basis where you can just turn up and pay on the day however if you use the service on a regular basis you can book on a weekly/termly basis. We require you to complete a form (found at the end of the pack) to confirm if your child has any allergies or conditions we need to be aware of.

The club is open from 7:40; do not leave your children in the playground unattended before this time. Please ensure that you take your child to the entry door (Performing Arts room) accessible from the KS1 playground, and they are registered by the club supervisor, this is for their safety to ensure we know they have arrived on site.

If they have already had breakfast they can remain in the performing arts room and participate in the activities on offer, otherwise they can make their way to Butterfly room where breakfast is served. They can choose from a variety of items, please be sure to let us know of any allergies.

### Fees

**Per session: £3.00 per child (any siblings will be charged at £2.00 per child)**

## AFTER SCHOOL CLUB

After School Club has a capacity of thirty places available and these will be allocated on a first come first served basis.

Before your child can participate in the club you must complete the Registration Form at the back of this pack along with the signed After School Club Agreement.

Booking should be made for the week by sending in a booking form and payment no later than 2pm of the Monday of the week required. If you would like to make a long term booking please do so in writing on the booking form or by email stating your requirements and preferred payment method.

Collection from the club must be **PROMPT**, from the room, at the end of the session booked. If you are going to be late collecting your child you **MUST** contact the club on **07960 507743** to let them know and to give an estimated time for your arrival.

Persistent late collection i.e. more than three occasions after the end of your booked session will result in a late collection fee of £5.00 for every 15 minutes or part of.

Due to the club taking place in two rooms please use the following as a guide to where to collect your child from:

<b>Time</b>	<b>Activity</b>	<b>Room</b>
<b>15:10 – 15:35</b>	Registration & Snack	Butterfly Room
<b>15:30 – 17:00</b>	Choice of Activities	Performing Arts
<b>17:00 – 17:30</b>	Second Snack	Butterfly Room
<b>17:30 – 18:00</b>	Choice of Activities	Performing Arts Room

If someone other than the person who regularly collects your child comes for them you must make a member of the club staff aware that this will be happening before the start of the session.

Please note that if staff are in anyway unsure about the person collecting your child they will ring you to obtain your consent before they release your child.

Children will not be permitted, under any circumstances, to walk home alone after the club has finished or at the end of their booked session.

**Fees**

**£5.00 until 4.30pm**

**£10.00 until 6.00pm**

Sibling discount only applies if children stay onto the later session and will attract a discount of £2.50 per additional child.

In order for the club to maintain its correct ratios of staff to children and to keep costs to a minimum we ask that you pay in advance of your bookings with the exception of any emergency bookings.

## PAYMENT

As stated payment should be made before or on the day the service is used. We are not able to offer credit or provide invoices. You can pay daily, weekly, monthly or termly. We accept cash, cheque and childcare vouchers as a means of payment. We have accounts already set up with the following childcare voucher providers:

Care4	00394670
Computershare	0021418043
Edenred	P20962566
Sodexo	870409

If your provider does not appear just let us know who you will be using and we will ensure an account is set up.

If you are using cash or cheque please deposit it in the drop boxes at reception or in the performing arts room, boxes are emptied daily.

**24 hours prior notice is required for cancellations if you wish money to be refunded. No refunds will be given for cancellations made less than 24 hours before the booking.**

## THE FORMS

Included in this pack are the consent and information forms we need you to complete prior to your child starting at the clubs. We are asking for a lot of information but providing this information will help us to give the best possible care for your child.

We are required by the Children's Act (1989) Regulations to keep and maintain this information about your child. The information given is CONFIDENTIAL and used on a need to know basis.

All carers of children have responsibility to promote the welfare of the children in their care in line with Department for Education guidelines. A Child Protection Policy is in place within the school and all staff are fully aware that they have a safeguarding duty to report any concerns to the schools Designated Safeguarding Lead or Deputy.

Please complete the following forms and return them to the school office

- Registration Form
- Agreement Form
- Booking Form

## MAKING A COMPLAINT

We will work hard to provide an excellent service for your child. Should you be unhappy about any part of our Extended School Service please speak to a member of the club staff in the first instance.

Should you wish to make a formal complaint please refer to the Parental Complaints Policy which can be found on our website.

Langafel Primary School reserves the right to withdraw Extended School Services at any time.

The club will be closed on whole school closure days, holidays, emergency closure days and if any industrial action is being undertaken by staff.

Continued non-payment of fees; late collection of children and inappropriate behaviour by children or parents may lead to the school withdrawing the opportunity to attend the club.

We are confident that we offer to you and your child the best quality care at an affordable cost.

All Extended School Services are part of the Langafel overall ethos and aim to provide quality care provision which gives you piece of mind and confidence that your child is happy and safe at all times whilst in their own school environment.

## EXTENDED SCHOOL SERVICES - REGISTRATION FORM

Please complete all parts of the form, sign and date where indicated and return to the school office.

	Name	DOB	Age	Class
1 <sup>st</sup> Child				
2 <sup>nd</sup> Child				
3 <sup>rd</sup> Child				
Please state any special dietary, health requirements or food allergies:				
Name of 1 <sup>st</sup> contact:		Relationship to child:		Contact number:
Name of 2 <sup>nd</sup> contact:		Relationship to child:		Contact number:
Name of 3 <sup>rd</sup> contact:		Relationship to child:		Contact number:

Please supply names and telephone numbers of any additional carers that may collect your child.

Name	Contact number

### Additional Details

*Anything else you would like us to know about your child:*

Signed:

Date:

Print name:

## EXTENDED SCHOOL SERVICES AGREEMENT

I/we have read and understood the contents of the welcome pack. Furthermore I/we agree to:

- Give up-to-date information about my child/children including any change of contact details.
- Pay for bookings in advance.
- Pay fees for booked/used dates.
- Breakfast Club – ensure my child is received and registered at the club before I leave the premises.
- After School Club - sign out my child/children every day upon collection.
- After School Club - ensure my child is collected PROMPTLY every day. Persistent late collection after 6.00pm will result in a late collection fee of £5.00 for every 15 minutes or part of.
- After School Club - social services being contacted after 6.30pm if my child/children have not been collected and I have not made contact with the club *and* we cannot contact you or any of your named contacts.

To be completed by parent/carer

Childs name:

Signed by parent/carer:

Print name:

Relationship to child:

Date:



## LANGAFEL AFTER SCHOOL CLUB – BOOKING FORM

Childs name: \_\_\_\_\_ Class: \_\_\_\_\_

Childs name: \_\_\_\_\_ Class: \_\_\_\_\_

Childs name: \_\_\_\_\_ Class: \_\_\_\_\_

Please tick the sessions your child/children will be attending:

Day	Time Until (please tick)	
	£5.00	£10.00
Monday	4.30 <input type="checkbox"/>	6.00 <input type="checkbox"/>
Tuesday	4.30 <input type="checkbox"/>	6.00 <input type="checkbox"/>
Wednesday	4.30 <input type="checkbox"/>	6.00 <input type="checkbox"/>
Thursday	4.30 <input type="checkbox"/>	6.00 <input type="checkbox"/>
Friday	4.30 <input type="checkbox"/>	6.00 <input type="checkbox"/>

This is for week commencing: \_\_\_\_\_

Or

This will be a long standing booking; I will inform the school if my child will not be attending on any pre-booked occasion.

**I will be paying by:**

- Cash and I have enclosed £ \_\_\_\_\_
- Cheque and I have enclosed £ \_\_\_\_\_
- Childcare Vouchers; my provider is \_\_\_\_\_

**Notes:**

- Please make sure you have enclosed your fees.
- Please return the booking form to the school office no later than 2pm on the Monday of the week of your booking.
- Places are limited; as such adhoc booking may have to be turned away.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_