



## Breakfast Club and Wraparound After School Club Information for Parents

Operating from within the two sites of Bothal Academy, the Breakfast Club and Wraparound After School Club offers a restricted number of places per session with dedicated, qualified staff supervising at all times.

The clubs are open to all Bothal Academy pupils from Reception to Year 2 on the lower site on Wansbeck Road and Year 3 to Year 6 on the upper site on High Market.

**1. Aims of the Clubs:**

- To provide an outstanding childcare service for parents of children in our school.
- To provide a safe, stimulating, caring and secure atmosphere where your child can fully develop his/her mental, physical and social skills through play activities and be valued as an individual.
- To provide high quality play and learning experiences for your child, suitable for all ages and abilities.

**2. Opening Hours:**

The club will not run on school holidays, bank holidays or teacher training days. A separate holiday club may run.

Lower Site		Upper Site		
Start	Finish	Start	Finish	
7.45	8.50	7.45	8.40	<b>Breakfast Club (Free of charge)</b>
				<b>Wraparound After School Club</b>
3.15	4.45	3.30	5.00	<b>Session 1 (£6.00 -includes snack)</b>
3.15	5.45	5.00	6.00	<b>Session 2 (£10.00 -includes snack)</b>

**3. Bookings:**

Parents can book sessions (excluding Nursery) for their child via the School Gateway app. Bookings must be made in advance, in half-term blocks, to enable effective staffing and planning.

The booking system opens before the end of each half term and closes on the final Thursday of the holiday period. Reminder messages will be sent as the deadline approaches.

If spaces remain available, ad hoc bookings may be considered at the discretion of the Business Manager.

A simple, healthy snack and drink will be provided for all children in the club.

**4. Terms and Conditions:**

Please note that discounts for multiple sessions or siblings are no longer offered. Late or unpaid fees may incur an administration charge of £2.50 per week until full payment is received.

If fees have not been received within an acceptable period, Bothal Academy reserves the right not to admit the child/children concerned until the fees and surcharges have been received in full.

**5. Payment Methods:**

Payments can be made in cash at the school office or online via the School Gateway app. We also accept childcare vouchers.

**6. Childcare Support:**

Childcare voucher scheme: If your employer offers these you may be able to use towards payment for your booking. These schemes are exempt from tax and National Insurance.

If your employer would like to set up a scheme, ask them to call 01954 284203 for more information and advice, or log on to [www.hmrc.gov.uk/helpsheets/e18.pdf](http://www.hmrc.gov.uk/helpsheets/e18.pdf). We will consider accepting most childcare vouchers. Please contact the office for details.

Childcare Tax Credits: You may be entitled to childcare tax credits, which could assist with up to 85% of the cost of any bookings. To find out if you qualify, call the Tax Credit Office on 0845 300 3900, or visit [www.taxcredits.hmrc.gov.uk](http://www.taxcredits.hmrc.gov.uk).

Childcare Information Service: This service may be able to provide support for families and advice on paying for childcare. You can contact them on 0845 0454014.

**7. Cancellation:**

Once the booking has been made, liability will exist for the payment of all due fees whether a session is missed or cancelled. Refunds will only be given in the event of a

school closure, for example due to adverse weather or heating failure. We regret that we would be unable to offer refunds in any other circumstance. Refunds will not be given for children missing due to illness.

A child attending an after-school activity such as cricket or football can be collected from the club, provided it takes place in Bothal Academy, with charges being due from that time. In the event of a club being cancelled, if later sessions in the After School Club are booked, we will collect your child from the end of the day instead, if wished. Charges will be applicable as above.

**8. Collecting Your Child:**

You must inform us in writing if anyone other than those listed on your registration sheet is collecting your child.

Please do not arrive late to collect your child. If lateness is unavoidable please telephone us. Penalty charges will apply. Children must be signed out of the club by the person collecting them.

Collection times will normally be at 4.45pm and 5.45pm lower site and 5.00pm and 6pm upper site unless alternative arrangements are agreed by the Provision Manager.

**9. Children collected late from session - costs:**

Where a child is collected late, after the final session ends, there will be a fee payable. This fee is to cover the costs of two staff remaining to care for your child, caretaker's overtime costs and other associated costs. This is charged at 50p per minute late, per child.

**10. Illness & Medication:**

Children cannot attend the club if they are absent from school. In the event of vomiting and diarrhoea children should not attend the club for 24 hours after symptoms have ceased. If your child is ill whilst at the club staff will contact you to collect your child. No refund will be given. Staff will administer prescription medication only – usual school policies and procedures apply.

**Contact Us:**

Bothal Academy – Lower Site  
Wansbeck Road  
Ashington  
NE63 8HZ

Bothal Academy – Upper Site  
High Market  
Ashington  
NE63 8NT

T: 01670 812324

E: [bothal.wraparound@alptrust.co.uk](mailto:bothal.wraparound@alptrust.co.uk)

T: 01670 812360

E: [bothal.wraparound@alptrust.co.uk](mailto:bothal.wraparound@alptrust.co.uk)