



Ivy Lane School Wrap Around Provision Breakfast and After School Club Terms and Conditions



Booking Arrangements

You will be able to book sessions for either club via the SchoolMoney system. Sessions must be booked and paid for a **minimum of two weeks** in advance. You will receive a text and email notification with a reminder of the booking deadline dates. Please ensure that you follow the instructions carefully when booking sessions to ensure that the sessions are confirmed. You can check booked sessions by clicking on the History tab on your SchoolMoney account.

Payments

As mentioned in the Booking Arrangements paragraph above, payments must be made a minimum of two weeks in advance. We accept childcare vouchers from many providers including Sodexo, Kiddivouchers, Computershare, Government vouchers, Busy Bees and Edenred. As payment is required when booking sessions, please ensure that the vouchers have been purchased at least 2 weeks prior to booking. This will allow our Finance Manager to check that the vouchers have been cleared through our bank system and the amount will then be credited to your account. If you have any questions with regards these or any other voucher schemes that are not listed, please contact our Finance Manager, Mrs Bunker, on finance@ivylane.wilts.sch.uk.

Please note that SchoolMoney accounts will only be credited if sessions are cancelled with at least two weeks notice. You will need to contact the school office or email the respective club emails regarding any cancellations.

Registration Forms

Please ensure that a registration form is completed prior to attending the clubs. Please find attached a form which should be completed and emailed to either breakfastclub@ivylane.wilts.sch.uk or afterschool@ivylane.wilts.sch.uk.

Breakfast Club

Ivy Lane School's Breakfast Club, is run by Ivy Lane staff every morning. Mrs Tiller leads the breakfast club, alongside Mrs Spyer and Ms Anker. Sessions include a healthy breakfast where the children can choose from a large selection of cereals and toast. Breakfast is served up until 8.10am. There is also a wide range of activities for children to do either alone or with their friends including: board games, construction, playing with the wide range of toys that have been donated to us, some outdoor activities and much more.

Breakfast Club Times and Fees

7.30am-8.30am

Daily cost for one child: £4.75 per session

Daily reduced sibling cost: £3.75 per child per session

If your child is not going to be attending breakfast club, please email Mrs Tiller at breakfastclub@ivylane.wilts.sch.uk.



After-School Club

Ivy Lane's After-School Club is led by Mrs Steph Watts and Mrs Chiyo Porter, both are Teaching Assistants that work within the school. Alongside this, we have Sophie, Sue and Abbie who were originally staff working for Dragonflies (the previous afterschool club provider). When numbers are high on certain days of the week, we are also lucky to have Mrs Bottomley and Senora Merry, also both Teaching Assistants that work at Ivy lane, supporting the club to ensure staffing ratios are adhered to.

After-School Club Times and Fees

3.00pm - 5.30pm: £8.95

3.00pm - 6.00pm: £10.95

All drinks, snacks and a light tea are included in the fees and dietary/allergy needs will be catered for.

Late collection

We expect children to be collected promptly at the end of the session, by 5.30pm or 6pm depending on which session you have booked, otherwise this impacts on staffing ratios and any other family/work commitments they may have after the club has finished. However, we do realise that from time to time you may be delayed due to unforeseen circumstances. If you know you are going to be late collecting your child, please let us know as soon as possible so that we can reassure your child and make appropriate staffing arrangements. **The number to contact After-School club is 01249 460822, however, this number should only be used between 3pm – 6pm.**

Small, infrequent, delays of 5 to 10 minutes should not cause undue concern, provided we have been forewarned by a phone call from you. If, however, you are regularly late collecting your child, we will speak to you to discuss the situation and see how it can be rectified. Regular lateness will incur a 'fine' of £5.00 per child for every 10 minutes, which would be triggered after 5.40pm/6.00pm.

Signing in and out

The children are collected at their classrooms or hall, by the after-school club staff. When children arrive at after-school club they sit together while the register is taken and have a quick chat about what is happening during the session, i.e. any visitors, activities on offer before they have their light tea.

When parents or a designated person comes to collect their child, the staff will greet you at the door to Ivy Hall and sign the children out, noting the time.

If your child is not going to attend the club due to illness or other arrangements, then please email Mrs Watts or Mrs Porter at afterschool@ivylane.wilts.sch.uk. It is important that this information is passed on, as the club is led by a different team, so messages may not be passed on by the office.

