

Peas in the Pod
Before and after-school childcare for Malmesbury C of E Primary School

Terms and Conditions for Users

Sessions

Peas in the Pod runs every day during the school term (excluding TD days and other closures).

Breakfast Club	7.45am – 8.45am	£5.80 per session (includes breakfast)
After school	3.15pm – 4.30pm	£6.95 per session (includes snack)
After school	4.15pm – 6.00pm	£7.95 per session (includes tea, available to all pupils who have attended after school clubs)
After school	3.15pm – 6.00pm	£14.90 per session (includes snack and tea)

Due to staffing arrangements, attendance is charged for the whole session booked, even if the child is collected earlier than the session end time.

Late collections are charged as follows in order to cover staffing costs:

Between 4.30pm and 6.00pm	£3.00 for each 15 minute period (up to and including 15 minutes)
After 6.00pm	£5.00 for each 15 minute period (up to and including 15 minutes)

All late collection charges will apply when the session booked has ended and will be charged for each 15 minutes until collection. **If you are delayed please advise us on 01666 834124 or 07895 758942 (emergency number only).** Late charges will be applied to the invoice for the following term.

Please note that breakfast is served only between 7.45 am and 8.20 am. Therefore, any child arriving after 8.15 will not receive breakfast. Tea is served only between 4.45pm – 5.00 pm.

Registering your child for Peas in the Pod

- Bookings for September will open on **Thursday 18th June at 7.30 am**
- The closing date will be **9.00 am on Friday 26th June.**
- Parents will be notified by no later than **8th July**
- Places must be requested for the entire school year: September to July.
- Places will be allocated as per the Peas in the Pod admissions criteria (see Appendix A)
- Places are limited to 25 in both morning and evening clubs.
- Once all places have been offered, a waiting list will be held for those parents who have applied by the closing date. Those parents/guardians who have applied following the closing date will have their child's name added to the waiting list according to date of application.

- All places need to be re-requested for each September regardless of whether the child already uses the club or not. Parents will be notified in advance of the date for applications in future years.
- Charges for the clubs will be made 6 times year, in advance at the start of each short term. Refunds will not be given for any dates not attended.
- Notice for cancellations will be one short term in advance; e.g. all cancellations for January will need to be given, in writing, by the last school day in Term 1 (in October).

Organisation

Peas in the Pod is run by school staff so the school's safeguarding standards are maintained, including enhanced DBS checks. We provide a safe and secure environment and children are offered a range of activities including games, reading, crafts, videos and outdoor play.

Children in EYFS to Year 2 are taken to their classrooms at the start of the day and older children go to their classrooms independently. At the end of the school day, all children for Peas in the Pod meet the staff in the Infant Library and are taken to the Pod. Children booked to 6pm in Peas in the Pod (PITP) but attending other after-school clubs will be collected by PITP staff when their club finishes at 4.15pm or 4.30pm.

All school rules apply in Peas in the Pod, so behaviour will be managed in accordance with the school's Behaviour Policy. Should a child's behaviour become unmanageable, the Headteacher will initiate discussions with the parent and steps may include the withdrawal of the child's place in Peas in the Pod.

Catering

Children are offered a healthy balanced breakfast (eg: toast, cereal, milk or water) and/or after school snack. Teas are planned on a fortnightly menu which rotates across the week so that the same meal is not offered on the same day each week. The menu changes three times per year. All catering is sourced from our school kitchen and freshly cooked where possible.

Payments

Parents are invoiced at the start of each term, six times per year. Invoices may be paid by BACS to the school's account details included on the invoice (our preferred method), or by cash or cheque. Prompt payment is appreciated; any parent who encounters problems in paying is encouraged to speak to the School Office in confidence at the earliest opportunity to discuss payment options.

In the event of late or non-payment, the school reserves the right to cancel the place.

We also accept a range of tax-efficient childcare vouchers in either part or full payment:

- Government Tax-Free Childcare scheme
- Kiddivouchers
- Computershare

- RG Childcare Support
- Care-4
- Busy Bees
- Eden Red
- Sodexo

Updated June 2020

Appendix A

The admission criteria will be applied for Peas in the Pod places in the summer term, for all those who have applied by the closing date. This process will take place on an annual basis and the closing date will be supplied to parents in advance.

1. Children of staff running the provision (not subject to booking)
2. Those children who have used the current provision regularly (for more than 1 calendar month) during the 2019-20 academic year.
3. Siblings of category (2) including new starters.
4. All other Malmesbury CE Primary School pupils.
5. In the case of oversubscription, those applicants who fulfill the same criteria will be prioritised according to the date/time of receipt of their application.
6. In the case of over-subscription, a waiting list will be created for any unsuccessful applicants who applied by the deadline, using the criteria above.
7. Any further late in-year applications will be prioritised according to date of application, not the criteria above.