

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

**Terms and Conditions for Users**

**Sessions**

Peas in the Pod runs every day during the school term (excluding TD days, the last afternoon of each longer term i.e. the last afternoon before the Christmas, Easter and Summer holidays and other closures).

Breakfast Club	7.45am – 8.45am	£6.10 per session (includes breakfast)
After school	3.15pm – 4.30pm	£7.25 per session (includes snack)
After school	3.15pm – 6.00pm	£15.65 per session (includes snack and tea)

MPS reserve the right to amend prices, giving one term's notice.

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 7:45am and 8:20am. Therefore, any child arriving after 8:15am will not receive breakfast. Tea is served only between 4:45pm – 5:00pm.

**Registering your child for Peas in the Pod**

- Bookings for September will open on **Monday 22nd May 2023 at 7:30am**.
- The closing date will be midnight on **Sunday 4<sup>th</sup> June 2023**.
- Parents will be notified by **9th June 2023**.
- 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 on Monday and Friday mornings and Friday afternoons. All other sessions have a maximum capacity of 50 children.
- 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 provision or not. Parents will be notified in advance of the date for applications in future years.
- New applications will not be considered where there is outstanding debt.
- Charges for the sessions will be made 6 times within the academic year, in advance at the start of each short term. Refunds will not be given for any dates not attended.

- Ad hoc sessions can be booked in emergencies where sessions are available and payment must be made on receipt of an invoice. For ad hoc bookings, please contact [peasinthepod@malmesbury-pri.wilts.sch.uk](mailto:peasinthepod@malmesbury-pri.wilts.sch.uk) or telephone the school office giving 48 hours' notice.

## **Cancellations**

- 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).
- Failure to follow cancellation procedures could result in sessions in the following term being charged in full, except where MPS successfully fill the cancelled sessions.
- Places will be allocated for the academic year, unless cancellation notice has been given. We cannot accept temporary cancellations, e.g. where children attend MPS clubs for parts of the year.

## **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 (e.g. toast, cereal, milk or water) and/or after school snack. Teas are planned on a weekly 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 before the start of each term. 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 with one week's notice.

We also accept a range of tax-efficient childcare vouchers in either part or full payment. Please contact us for further information if you wish to use this method.

Malmesbury Primary School reserve the right to cancel sessions in extraordinary circumstances, such as in extreme weather conditions. Malmesbury Primary School will refund payments in such circumstances.

**Declaration**

By submitting the Peas Request form, you are confirming that you agree to these terms and conditions.

Updated May 2023

## 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 previous 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.