



## Booking

- Subject to availability, places must be booked in advance via the club's module on parent pay. Bookings on parent pay close at 2.00 pm before each session

## Cancellation

- If you wish to cancel your child(ren)s place you can do so via the club's module on parent pay up to 2.00 pm before each session

## Refunds

- If the school cancels the club, a refund will be offered or the chance to carry payment forwards

For further information about the After School Club - Wrap around care  
Please contact the school office.

(01460) 62350

[office@manorcourt.ppat365.org](mailto:office@manorcourt.ppat365.org)

Manor Court Community  
Primary School  
Duck Lane  
Chard  
TA20 2ES



Manor Court  
Community  
Primary School

**After School club – 2025.2026**  
(Wrap Around care policy)



# Manor Court Primary School Wrap around care



## Aims

- To provide an affordable, after school childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils at the end of the school day.
- To provide children with a nutritious snack at the end of the day in a pleasant, calm and relaxed environment.

## Organisation

- After school club is open from 3.15pm to—6:00pm.
- The club is available for pupils from Reception to Year 6.

## Session Times

- 3.15pm – 4.15 pm
- 4.15pm – 5.15 pm
- 5.15 pm – 6.00 pm

## Sickness/Medication

- All medication administered will follow the existing school policy.

## Catering

- Water is available to children at all times.
- Fruit squash is also available.
- A variety of snack choices are available to children

## Safeguarding and Health & Safety

- In accordance with Safeguarding arrangements, all staff involved in the running of the After School Club have current DBS clearance. These records are held in the school office.
- After School Club staff follow existing school policies and procedures for safeguarding, child protection and the code of conduct.
- A separate risk assessment has been completed for the After School Club.
- The Fire and Health & Safety Policy is adhered to by Breakfast Club.
- Where ICT equipment is used, they also follow the schools Online Safety policy and procedures.

## Emergencies

- In the event of a serious accident or illness staff will contact the parent/carer or the nominated contact provided on the After School Club registration form.
- All staff who supervise Breakfast Club are First Aid trained and the procedures set out in the Schools First Aid Policy will be followed.

## Behaviour

- The school recognises the importance of positive and effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending the After School Club, children will be expected to abide by the School Behaviour Policy. We reserve the right to withdraw a place in the event of unacceptable behaviour.

## Fees

- £3.40 first session (see session times)
- £3.40 second session
- £2.55 third session
- Fees are payable at the time of each booking unless child-care vouchers are being used.
- Fees will be reviewed annually by the Governors during the Summer Term a parents/carers will be notified of any changes.

