



CUFFLEY SCHOOL



A Foundation School

Headteacher: **Wendy Wing** Deputy Headteacher: **Adam Gatrad**

Theobalds Road, Cuffley, Hertfordshire EN6 4HN

Tel: 01707 888100 Fax: 01707 888101

Email: admin@cuffley.herts.sch.uk Web: www.cuffleyschool.org

Thank you for your interest in the Breakfast and After School Clubs.

The clubs are led by Natalie Boyle (a teaching assistant in Reception), with the support of other school staff who undertake shifts. The clubs are based in the Oasis, with use of other school spaces indoors and out.

A range of activities are provided, as well as encouragement to complete homework; however, the clubs are child-initiated learning and play. The clubs operate under the policies and procedures of the school.

Parents may sign up for slots for either or both clubs. Places are allocated for full sessions only as this secures the place for your child.

If your child takes part in a club run by staff or another provider, they can join the after-school club at the end of their activity. Children may be collected before the end of their session, however full payment for the whole session will be required. If children are collected after the end of their session, there will be a penalty payment to cover additional staff costs. If this happens on a frequent basis, the place may be withdrawn.

The cost of the sessions are as follows:

Breakfast Club 8:00am-8:45am	After School Club 3:15pm-6pm
£3 per day (£2 for siblings) To include breakfast: Toast with butter, jam & marmalade Cereals Fruit Milk and juice	£8 per day (£5 for siblings) until 5.15pm £11 per day (£8 for siblings) until 6pm To include light refreshments: Sandwich with a choice of fillings Fruit Juice, squash, milk or water

Terms and conditions

Before you can book your child in for sessions at either the breakfast or after-school clubs, you must read and sign the Cuffley Clubs policy. The policy outlines the process for booking sessions, cancelling sessions, sickness and late collection charges. Please ask the club manager for a copy of the policy, or ask at the school office.

Procedures for booking sessions

To book sessions at either club, you will need to log onto your school gateway account. Once logged on there will be two boxes, one for the breakfast club and one for the after school club, located next to the dinner money payments. If you do not have a school gateway account, please let me know.

Once you are logged on, click on the club that you would like to book your sessions for and a calendar will appear. When you click on the dates you require, you will be asked if you are booking for your first child or any additional siblings, please select the correct option (you will have to book separately for each of your children). Once you have selected your sessions, there is a button at the top of the page to confirm the sessions you have selected. Once you have clicked to confirm your



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sessions, you will not be able to alter or cancel them. If you do wish to cancel sessions, as in line with our cancellation policy, we can only carry over three sessions per half term, and any other cancellations will be charged. When booking your sessions, please refer to the school calendar, as there are some trips and activities where parents have to collect their children at different locations.

Please note, you can no longer select the pay later option. All sessions will need to be paid for at the time of booking. Parents paying via childcare vouchers will be sent a separate paper booking form. Please complete the form and hand it into the school office or to the club. You will then need to make the payment via the childcare vouchers, as you would normally do. Once payment has been received, you will be sent a confirmation email to confirm your child's place at the club.

We do require you to book and pay for your child's sessions for the whole half term in advance, however, you will be able to book and pay for ad hoc sessions up to seven days in advance. After this time, you can still book ad hoc sessions by emailing Miss Boyle on cuffleyclub@cuffley.herts.sch.uk.

If you have any issues with booking your sessions, please do not hesitate to contact Miss Boyle