



# THE MILFORD ACADEMY Out of School Clubs Policy

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|----------|--------------------|
| <b>M</b> | - Motivated        |
| <b>I</b> | - Independent      |
| <b>L</b> | - Learning         |
| <b>F</b> | - Forward Thinking |
| <b>O</b> | - Outstanding      |
| <b>R</b> | - Respect          |
| <b>D</b> | - Determined       |

To be Ratified at Governors 23<sup>rd</sup> November 2023

Below are the Milford Academy Out of School Clubs Terms & Conditions. You will be bound by these throughout your time with Milford Out of School Clubs. These are subject to change and **we reserve the right to amend these at any time**. Please ensure you have read all points listed:

### **Breakfast Club**

- Breakfast club is open from **7.30am**. Doors will close for breakfast club at 8.30am. If your child wants to eat at breakfast club, they need to arrive by 8.15am
- All children who attend breakfast club will be escorted to their classrooms after breakfast club ends
- The cost of breakfast club is **£2.50 per session**, regardless of what time your child arrives
- If your child is in receipt of Pupil Premium or Service Pupil Premium funding, this can be used towards the costs of breakfast club

### **MOOSE**

- MOOSE is open from 3.15pm until 5.45pm every school night.
- If you need to speak to our MOOSE manager or any other member of staff, please ensure you arrive by 5.30pm at the latest
- If you are later collecting, there will be a £5 fine for every 5 minutes you are late
- Food is provided for each session
- The cost of MOOSE is £8.00 per session

### **Holiday Club**

- Each school holiday, we aim to run MOOSE club to ensure our working parents are supported as much as possible
- However, we can only run the club depending on the numbers who sign up for the club. Prior to each holiday, the school office will send out notifications asking parents to sign up for the club and we will give as much notice as we can
- MOOSE Holiday Club runs from 8am-5.30pm
- The cost of each holiday session is £10 for half a day and £20 for a full day. A half-day can be either the morning session (8am-1pm) or an afternoon session (1pm-5.30pm)

### **After-school Sports Clubs**

- At the Milford Academy, we also provide sports club throughout the year (during term time). These clubs are open to all children and spaces are filled on a first come, first serve basis. If your child misses out on these clubs, they will be on the top of the list for the next round
- Sports clubs are subject to change at short notice, depending on staffing in school

- These clubs are free of charge and are aimed at enriching the experience of school for our children
- Letters will be sent out each half-term with all information about clubs and how to sign up, location in school and collection times
- If your child attends MOOSE, they can still sign up for the sports clubs and be taken over to MOOSE after the session has ended. MOOSE will still be charged at full price
- Each child's place is based on good behaviour choices. If this is not adhered to, we may be in contact to inform you that they may be removed from the club

### **Codes of Practice**

- It is important that the school office is notified if your child is to be absent. All absence within 24 hours of the club is charged at full price
- If your child is ill, please call the school office by 8am on the day or notify us in advance where possible.
- Any parent wishing to talk to a member of staff regarding their child should arrive at 5.30pm
- Please ensure your child is collected by 5.45pm. Collection after this time means two members of staff and the Site Manager must remain on the premises and therefore costs are incurred, and you will be charged.
- Out of School Clubs must be informed of any person collecting your child who differs from those named on the registration form
- If you do not inform us of someone else collecting your child, you will be contacted before we allow this person to collect your child. If we are unable to contact you, we will not allow your child to leave with this person.

### **Arrears and Debt Recovery**

- If payment is not received in advance, we will issue a reminder and request payment before they come to the next session the child is booked on to
- If you are late for collection from MOOSE, there will be a £5 fine for every 5 minutes you are late
- If you are struggling to make payment, please contact us to discuss in the first instance
- We will work with you to agree a repayment plan
- If no payment is made and we are unable to contact you, further action will be taken which will include the following:
  - Additional administration fees
  - Ask you to reduce the days your child attends
  - Ask you to remove your child/children from Milford Out of School Clubs. This could incur a one month 'notice period' charge

### **Sickness**

- Children suspected of suffering from infectious conditions will be excluded from the Out of School Clubs for 48 hours until medical treatment has been sought and the child is well
- In an emergency we need to contact you quickly. It is therefore VITAL that you update any changes of contact details with us
- We may ask you to remove your child from the Out of School Clubs for a period if we feel they may have a contagious illness to ensure we minimise the risk of this spreading

### **Personal Property**

- We cannot accept responsibility for lost or broken items and staff may not always have time to look for these items
- No toys should be brought into the Out of School Clubs
- Everything you bring into clubs must be clearly labelled with your child's full name
- When weather permits, children will be taken outside and therefore you should supply suitable clothing i.e. coat and sunhat
- Parents are not permitted to park on the car park, or drive up the school drive for safety reasons, and must park in an alternative location

### **Policies**

Access to the Out of School Club policies along with all over policies can be found on the school website.