LONG MARSTON VA C of E PRIMARY and NURSERY SCHOOL
STATION ROAD
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September 26

Breakfast and After School Club at Long Marston

At Long Marston School we run a Breakfast Club and an After School Club. These clubs are run by Long Marston School members of staff. The following is information for those families who wish to use this facility:

Breakfast Club

- Breakfast Club opens at **8.00 a.m**. and runs **every week day**.
- It is run by Miss Dell
- The cost is **£6.50 per session** per child.
- **Breakfast is provided** as part of the cost. This will include cereal, toast, fruit and a drink.
- Children will **enter** the school through the **blue gate at the bottom of the car park**.
- To get to the gate parents and children most **follow the marked gravel path**.
- You will need to leave your children at the blue gate at the bottom of the car park so they can enter into the school grounds and hall independently. There is a bell to ring should the gate be closed.
- A register will be taken at each session.
- Children go directly to their classrooms from the Hall at the end of the session.
- Breakfast Club is unavailable for nursery students due to the extra staffing requirements.

After School Club

- After School Club runs from the end of the school day **every week day.**
- Sessions run to either 4.15 p.m. or 5.30 p.m.
- The cost per session is either **£6.75** if attending until 4.15 p.m. **or £13.50** if attending until 5.30 p.m.
- **If joining after the finish of an externally provided sports club** then the price is £8.00 depending on what time they join and stay to.
- It is run by a team of After School Club Leaders.
- A snack is provided as part of the cost. This will include a sandwich, treat and a drink.
- Children will go directly from their classroom to the Hall and a register taken.
- **When you collect your child** you will need to follow the marked gravel path to the blue gate at the bottom of the car park and ring the bell.
- **There is a late fee of £10.00 for every 15 minutes a child is collected late.**

Booking

- You will need to **book and pay for your child's session in advance**, no later than 10.30 p.m. the day before the session required.
- Bookings are done by selecting "Clubs" using the **online booking system, Arbor**. *(See letter re Arbor to sign up to online payments.)*
- You will need to **book each child separately** i.e. select session and associated fee per child.
- You can then make **one payment for the total amount** owing for all sessions booked.
- No child will be admitted to the club without prior booking and payment.
- If you are wanting to use Tax Free Childcare to pay for sessions or your child qualifies for free school meals please contact the School Office.

All school policies will apply for both Breakfast Club and After School Club as in school time, including the behaviour policy.

Should you have any queries please do not hesitate to contact the School Office by either emailing us on parents@longmarston.herts.sch.uk or calling 01296668386.