

# Welcome Leaps &



# To Bounds

The Community Room,  
Newport Community  
Landkey Road,  
9BW

School Primary Academy,  
Barnstaple, Devon, EX32

Contact No: 01271376252

Mobile Number: 07946542098 – PLEASE DO NOT LEAVE A MESSAGE, THE  
VOICEMAIL BOX IS NOT MONITORED

Email: [admin@newportprimary.devon.sch.uk](mailto:admin@newportprimary.devon.sch.uk)

OFSTED Registration Number: 137012

## Opening Times

The Club Runs every week day during term time at the following times:

### **Breakfast Club: 7.30am-8.30am**

Your Child(ren) may be bought in at any time during the session. Breakfast is included within the price. This will consist of cereals and/or toast. At the end of the session children in YR and Y1 will be escorted to their respective classrooms and left in the care of their teacher(s). Y2-Y6 will be released to their class when the morning bell sounds.

### **After School Club: End of School Day-5.45pm**

At the end of the school day your child(ren) needs to make their way to the Community Room where a register will be taken. If your child has not arrived by 3.30pm the play leader will proceed to ascertain their whereabouts. Your child may be collected at any time during the session.

## Activities

During the Breakfast Club session your child(ren) will have the opportunity to:

- Have breakfast
- Play a variety of games and toys
- Colour a variety of pictures
- Look at/read a variety of books
- Relax and chat with their friends
- Select from a variety of breakfast choices to eat before they start school

During the After School Club session your child(ren) will have the opportunity to:

- Have a snack provided from home

- Play a variety of games and toys
- Colour a variety of pictures
- Look at/read a variety of books
- Partake in craft activities
- Watch a DVD/Video
- Play outside with a variety of equipment
- Relax and chat with their friends

### **Staff**

Each Session is supervised by a Play Leader and Play Workers. We aim for all our staff to be appropriately qualified, including first aid training. At present our play team are:

Play Leader, After School Club	Jenny McKenzie
Play Leader, After School Club	Ashleigh Barnes
Play Leader, Breakfast Club	Jo Hill
Play Worker	Tracey Prideaux
Play Worker	Dianne Connell
Play Worker	Priti Tailor

### **Pupils with additional needs**

If your child has additional needs, it will be necessary for the Team Leader to review provision and support prior to your child being allocated a place with the SENDCo and Class Teacher, this is to ensure that every child's needs are being met. If extra support staff are required to support your child, an additional charge may be incurred. This would be agreed prior to your child being allocated a place.

### **Fees**

The club runs as a totally parent-funded provision. Fees, determined by the Governing Body and reviewed annually, are payable monthly/half termly in advance for pre-booked sessions. Ad-hoc sessions taken during a month will be invoiced the following month.

**Breakfast Club: £3.40 per child**

**After School Club: £6.75 for the first child**

**£5.75 for siblings attending the same session**

We do accept Childcare vouchers provided by your employer. Please ask for further details. Payments are invoiced to your child's MCAS account every half term. Your payment balance shows the amount required and the sessions booked.

### **Session Overrun Charges**

We charge £5.00 for every 15 minutes for late collection of children after 5.45pm. This is to contribute towards staffing costs. This will be added to your child's MCAS account each month.

### **Non-Attendance due to Residential Visits**

Pre-booked sessions will not be charged when the child is on a residential activity organized by the school.

### **Notice**

Three weeks' notice is required to give up a space, pre-booked sessions will be charged for the three weeks where no notice is given.

### **Withdrawal of a Leaps & Bounds Place**

There may be circumstances when the school needs to review a child's right to a place within Leaps & Bounds. These instances include:

- There is a pattern of regular non-attendance at Leaps & Bounds and there is a requirement for the place by another child.
- Non-payment for sessions
- Pattern of late collection of children

There are no remissions for Leaps & Bounds places.

### **Contact Details and Collection**

Leaps and Bounds will use the contact, medical/needs information and collecting information we already hold for your child. If there are different emergency contact details for before/after school sessions or special arrangements for dropping off or collecting your child, please contact the school office.

### **Procedure for collection of Outstanding Payments for Services**

Where payment for services is not received in advance or on receipt of an invoice and arrears accumulate longer than one week and over £35, the following actions will be carried out:

1. **Informal Reminder** – Parents will be informally reminded of monies outstanding by an email and ask to make payment to MCAS within 5 days.
2. **First Formal Reminder** – If payment is not received within 5 days a formal letter requesting payment will be sent reminding parents of previous communication and requesting payments to be made immediately. Parents will be given the opportunity to set up a payment plan to bring arrears up to date.
3. **Payment Plan** – If payments agreed in the payment plan are made on time, the service provision can continue. If regular payments are not made the service will be withdrawn.
4. **Second Formal Reminder** – If no payment plan has been set up and the debt is still outstanding, a letter will be sent from the Academy's chair of Governors to the parents/carers stating that the school will no longer be able to provide the service unless payment is made within 5 days.