WAULUD PRIMARY SCHOOL

believe achieve grow

Dear Parent/Carer September 2026

Re: Out-of-Hours School Club

We are pleased to be able to provide this valued service, not only to our working parents but to all children who attend Waulud Primary School from Reception to Year 6.

Our Offer:-

- **Early Start Breakfast Club £2.00 per session from 7.40am to 8.00am (Monday to Friday)**
- **Free Breakfast Club 8.00am – 8.30am**
- **After School Club £3.50 from 3.30pm until 4.30pm or £5.00 until 5pm (Monday to Thursday only)**

Please find attached our Information Booklet which will include a registration form, booking form and new Terms & Conditions.

You will need to register your child by completing a booking form and by signing the terms and conditions of this service. The booking calendar will then be accessible on the Teachers2Parents App where you can book your child in for the relevant days and make payment online via Teachers2Parents or School Money. **You will need to book your child in by Friday midday for the following week**. The booking facility (online) will not be available after the deadline and you will need to call the office to check if we have spaces available. To log onto School Money, you can visit the website www.eduspot.co.uk and click on the sign in button in the top right-hand corner.

Please note we are a cashless school so all payments need to be made online.

If you have booked a slot for your child but your child does not attend no refund or credit will be given. (please see Terms & Conditions)

We do hope that moving forward, this facility can be a great help to you in providing wrap-around school care.

We hope you find this pack informative but if you have any additional questions please do not hesitate to contact a member of the office staff who will be more than happy to help.

Before your child can attend the Out-of-Hours School Club you must complete the registration form and sign it to state that you agree with the information listed.

Safeguarding

All carers of children have a responsibility to promote the welfare of the children in their care in line with Department of Education guidelines. A Safeguarding Policy is in place within the school and all staff are fully aware that they have a safeguarding duty to report any concerns to the schools Designated Safeguarding leads.

General Information

We work hard to provide a safe and happy environment for your child. Should you have any concerns about any aspect of the club please speak to the club co-ordinators in the first instance. ***Continual inappropriate behaviour may result in your child's place being withdrawn.***

Registration Form

Childs Details:-

Name …….. Current Year Group …….

Designated person for drop off/collection: -

Parent/Carer Details (1)	**Parent/Carer Details (2)**
Name:	Name:
Telephone:	Telephone:
Email Address:	Email Address:

About your child

Please detail any additional/special needs:
Please detail any medical needs including medication:
Please detail any allergies:
Any other requirements:

Important Food Allergy Notice

We need to know if your child has a food allergy, food intolerance, or any specific dietary requirement, we can then match this to our school systems.

Our cereals contain wheat, barley flour, gluten and could be made in a factory containing nuts.

Terms & Conditions

- I consent to my child attending the Out-of-Hours School Club. I understand that the club has policies and procedures and there are expectations relating to conduct of myself and my child and I agree to abide by them.
- I understand that my child will be provided with breakfast and a drink whilst at the Breakfast club, and a snack and a drink at the Afternoon Club, unless otherwise requested.
- **If my child would like breakfast they would need to arrive by 8.15am**
- I understand that I need to book the out of hours club, giving the school a minimum of one weeks notice.
- I understand the staff cannot be held responsible for any lost or stolen items.
- I confirm that the information given on this form is correct and agree to notify the club of any changes in details.
- I have read, and in signing this form, accept the above conditions for my child attending the Out-of-Hours School Club.
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Financial

- I will make full payment of £2.00 at the time of booking for the Early Start Breakfast Club. NO refunds or credits will be given in the event of non-attendance, except for exceptional circumstances and at the headteachers discretion.
- I will inform the school office if my child is unwell and will no longer be attending the club on a day that I have booked them in for.
- You would need to pick your child up from the After School Club by 5.00pm, if you arrive after 5.00pm there will be an additional charge of £3.50 for every 15 mins thereafter.

The Out-of-Hours School Club is part of Waulud Primary School. Our overall ethos and aims are to provide quality care provision giving you peace of mind and confidence that your child is happy and safe at all times whilst within their own school environment.

Signature of Parent/Carer……. Date…….

Please print name ……



WAULUD PRIMARY SCHOOL OUT-OF-HOURS SCHOOL CLUB MENU

We aim to provide the items listed but this may change from time to time to accommodate seasonal changes and availability.

Morning Menu:

CEREALS

Cornflakes

Rice Krispies

Cheerios

FRESH FRUIT

A different selection of fruit will be available every day

TOAST

White Toast with a choice of:

Butter

Jam

DRINKS

Milk

Water

CROISSANT OR CRUMPET – ON SELECTED DAYS

Afternoon Menu:

Carton of milk or water

A selection of snacks (i.e. muffins, flapjacks, or fruit platter)

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