



# Muxton Extra

Headteacher: Mrs Jenny Pritchard BEd. (Hons)

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## Welcome to Muxton Extra, the new wraparound care offer from Muxton Primary School.

From 10<sup>th</sup> July 2017, we will be offering the **'Wake and Shake'** breakfast club, the **'Extra Time'** afterschool club, and during school holidays, the **'Holiday Extra'** club. We are committed to providing a happy, safe, warm and stimulating environment for all children to play and learn and offer inclusive services that are available to all children in the community.

For complete confidence and instant confirmation of your booking, **reservations for all of these clubs is online only. There is no facility to hold a place pending payment, as we operate a no pay no play policy.** If you do not already use our online payment facility and require log in details, please email [Nichole.Biggs@taw.org.uk](mailto:Nichole.Biggs@taw.org.uk) the Muxton Extra Manager who will provide full details and any assistance you may require.

The ceiling for each club will be preset and once this number has been reached, any further bookings will be declined. This can only be extended if additional staff can be secured.

- We will guarantee all bookings made 7 days in advance
- We will endeavor to accommodate bookings up to 24 hours in advance
- Late bookings (on the day) for emergencies only will be accommodated only if there is spare capacity in the child to adult ratio for that day.

There is no deposit required as all sessions are booked and paid for in advance. **Late collections** will be charged at pro rata rates, until this payment is collected no further bookings can be placed.

**Changes to your booked place** will be granted where possible as long as staff are available to maintain the ratios required.

### Safety and security of your child

The Safeguarding, protection and well-being of all children will be the highest priority at all times, adhering to school policies. Further information is available from staff and on our website.

For your child's safety, under no circumstances will a child be allowed to leave the premises with anyone unknown to our staff, unless previously arranged by the parent or guardian

If your child does not attend Muxton Primary School, we will need the name, address and telephone number of the chosen guardian and proof of identity of that guardian upon arrival, for your child's security. If your telephone number or address at work or home changes, please let us know straight away so that we are always able to contact you.

## **Health**

If your child does not attend Muxton Primary School we will provide an admission form for you to complete before your child starts. This gives us names of additional contacts and medical information about allergies, dietary or special requirements. We can give prescribed medicines if parents complete a Medicine Consent Form.

## **First Aid**

The Manager and Deputy are trained First Aiders and will administer when necessary. Whilst we take care to prevent accidents, should an incident occur, parents will be informed. If illnesses or accidents require hospital treatment, all attempts will be made to contact parents but, failing this, the nursery may need to act on behalf of parents and authorise necessary medical treatment.

## **Contagious Diseases**

Parents are asked to inform the school of any change in information already given about their child and are requested not to send their child to nursery if they are suffering from any infectious diseases or if they are feeling too poorly to attend. We are sympathetic to the difficulties for working parents, but for the health of all children, reserve the right to ask you to collect your child in case of infectious illness during the extended school day. Parents must inform the school if their child contracts any infectious diseases such as Chicken Pox, Impetigo, Measles, Mumps, Scarlet Fever, Rubella, Whooping Cough, Conjunctivitis, Hand Foot and Mouth, or sickness and diarrhoea.

## **Behaviour**

We promote positive behaviour, encourage good manners, self-control and consideration and respect for others and property. We distract children from poor behaviour and redirect their attention to something different and positive,

which normally works very well. However, as a last resort, we have to reserve the right to exclude a child from nursery if their persistent poor behaviour affects the safety or well-being of other children.

## Insurance

Muxton Primary School carries a comprehensive insurance policy, with full Public Liability cover (details available from reception).

## Fees

### Muxton Extra

Wake and Shake Breakfast Club	7:45 to 8:45	All children	£5.50
Extra Time After School Club	3:30 to 4:30	All children	£7.50
Extra Time <b>Plus</b>	3:30 to 6:00	Over 8	Under 8
		£10.25	£11.50

### Holiday Extra Club

Holiday Earlybirds	8:00 – 8:30	All children	£4.00
Holiday Club mornings (8:30 to 1:15)		Over 8	Under 8
		£10:00	£13:75
Holiday Club afternoons (1:15 to 6:00)		£10:00	£13:75
Holiday Club 8:30 to 3:30		£15:50	£20:00
Holiday Club Extra Time 8:30 to 6:00		£16.50	£22:00

**Cancellation** – Once you have booked staff will be allocated. If you cancel at short notice, staff will still have to be paid. Therefore, we will not usually refund for cancellation.