



Roundswell Primary School – Breakfast and After School Club Information

Opening Times

Breakfast and After School Club runs every week day during term time. Breakfast club starts at 07:45 and ends at 08:40. Children can be dropped off at any time between these times. After School Club is run by The Ferdinand Collective – please visit their website for all information.

Breakfast Club 07:45am – 08:40am School Hall

Breakfast Club is held in the school hall. Please ring the doorbell on the gate to alert a member of staff that you are waiting to drop your child off. Children can have something to eat until 08:30. Children will be escorted by the staff leading the club to their respective classrooms and left in the care of their teachers at 08:40.

After School Club - School Hall

After School Club is also held in the school hall. Children are taken to after school club by a member of staff. If the gates have been closed when you come to collect your child, please ring the doorbell and wait for a member of staff to come and greet you. If you need to arrange for someone else to collect your child, please let The Ferdinand Collective staff know in advance.

Cancellation Notice

Should you wish to cancel your child's place at breakfast club, we require 4 weeks notice in writing. This can be via email. Any sessions unattended will still be charged unless this was due to a school closure. Please view our policy for further information on this.

Signing In / Out

Our breakfast club lead will sign your child in at their time of arrival. This is for safeguarding purposes and fire register purposes.

Breakfast Club

Your child can be brought in at any time during the session. At the end of the session the children will be escorted to their respective classrooms and left in the care of their teachers.

After School Club

At the end of the school day, children will be collected from their classrooms. A register will be taken at 3.25pm. If your child has not arrived by 3.30pm the Play leader will inform a member of Roundswell School staff and will proceed to ascertain their whereabouts.



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Fees and Booking

Breakfast club has capacity for 26 children. Bookings must be made via the school office. We require 4 weeks notice should you wish to cancel your child's place. One off sessions can be booked, if there is space. If the club becomes full, your child can be placed on the waiting list and parents / carers will be contacted once a space becomes available. For children who regularly attend and have pre-booked sessions, these will be added onto MCAS at the start of each month with payment expected to be made by the end of the month. If you require an invoice for proof of sessions / payment, this can be created for you upon request. You can view the sessions your child has attended in your MCAS account where you also make your payment for sessions. If you need any help in how to use MCAS please speak to the school office.

For information on fees and booking of after school club, please refer to The Ferdinand Collective website.

All booked sessions must be paid for, even if not attended. The exception for this is school closure.

Fees from September

Breakfast Club £4.20 **After School Club – please visit [School Clubs – Romar Sports](#) for fees and booking.**

Contact Details

On joining breakfast club, you will be required to complete a form indicating the sessions you require and contact details for yourself and any other emergency contact you wish to provide. Please ensure your contact details are always kept up to date.

Administration

All breakfast club administration is done via the school office. If you would like to register your child, book sessions or you have any queries relating to payment of fees, please contact the school office. All after school club administration is done via The Ferdinand Collective, formerly known as Romar Sports.

Tel. 01271 445111

Email. roundswell@thsp.org.uk

Web. [Roundswell Community Primary Academy | Home](#)