

## BOOKINGS

The ParentPay booking system will save you loads of time when making new bookings.

To book your child into a club using ParentPay, log in to your account and navigate to the 'Clubs' section.

Next, locate the club you wish to book and select 'View Club' or 'Book all Sessions'.

Finally, confirm your booking and make the necessary payments within the allocated time (15 minutes).

Clubs can be booked up to half an hour before the start of the session.



To book your child in for Breakfast Club, After School Club or an Enrichment Club, you must have a ParentPay account. If you wish to book a session but do not have a ParentPay account, please email the school office.

Once your account is activated, you can book your child for any of the sessions available.

Parents are able to cancel and make changes to their booking up until the booking cut off time.

The booking cut off time for Breakfast Club is 7:00am on the day of the session.

The booking cut off time for After School Club and Multi-Sports Club is 3:00pm on the day of session.

When a booking is cancelled a credit will be applied to the balance to reverse the charge that was created when the booking was made.

When a booking is changed a credit will be applied to the balance to reverse the charge that was created when the booking was made and a new charge will be applied.

## EARLY DROP OFF/LATE COLLECTION

Children must not be dropped off before 7.45am as there is no one to supervise them at this time.

When children are dropped off for breakfast club there must be a full handover to our staff, please do not leave children at the community door.

We have a three strike rule for late collection.

Where a phone call has not been received 15 minutes after the end of any session, the uncollected child procedure will take effect (this can be found on the our website).

You can contact the After School Club staff on 07376 713 668 between 3:30pm - 5:00pm

For further information or if you have any queries, please contact [office@glenbrookprimary.co.uk](mailto:office@glenbrookprimary.co.uk)



## EXTENDED DAY SERVICES



[www.parentpay.com](http://www.parentpay.com)

## BREAKFAST CLUB

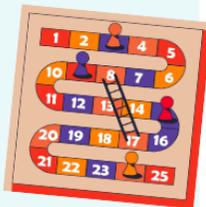
The breakfast club opens each school day morning from 7.45am to 8.45am. Please note that we are not registered to take children before 7.45am.



Your child will be offered a range of activities or if they prefer they can have some quiet time to relax before the start of the school day.



The cost is £3.60 per session. If your child is registered to use the club then you are welcome to either make a regular booking or to use the club on a 'drop in' basis.



School opens at 8.45am when breakfast club ends. We will accompany all children to the main school building. Your child will then have time to get ready for class and meet up with friends.

## AFTER SCHOOL CLUB

The After School club runs each school day. The 3:30pm to 4:30pm session costs £3.60 or you can book a longer session, 3:30pm - 5:00pm for £4.50..

At 3:30pm, children are taken to the library where they will be collected and registered for the After School Club. Your child will take their coat, book bag, lunch box etc. with them so that they are ready for home when collected.

There are a whole range of activities on offer and your child will be encouraged to try different things. Activities include arts and crafts, drawing, free play and games both in and outdoors ~ weather permitting.



The club will open each school day with the exception of the last day of each school term (Christmas, Easter and the summer holiday) when school closes at 2.00pm.

## UNACCEPTABLE BEHAVIOUR

Whilst we think it is very important to highlight the positive, we also believe we must state very clearly what is totally unacceptable.

To ensure the well-being and enjoyment of everyone at the club, we have decided that the following behaviour is unacceptable.

- Physical violence towards either children in the club or members of staff;
- Threatening behaviour;
- Deliberate disobedience;
- Discrimination – racist or otherwise;
- Deliberate destruction of property.

### Procedure for dealing with Unacceptable Behaviour

Of course, most misdemeanours will be dealt with on the spot, with a reminder of our agreed code of conduct (the school charter).

If the behaviour persists or is of a more serious nature, the club may decide that the following procedure should be adopted.

A calm and clear explanation will be given of why the behaviour is unacceptable; Any incident considered as unacceptable will be discussed with the child's parent /carer in order to seek a way forward; and a record will be kept in the child's records in the form of an incident sheet.

If no progress is made or there is a recurrence of the behaviour, other options will be considered, including exclusion from the club.

07376 713 668