

Contacting Us

Miss Grice and Mrs Russell can be contacted via the school office between the hours of 8.15am and 4.30pm on 01543 278071.

Five Ways Primary School, Langholm Drive, Heath Hayes, Cannock, Staffs, WS12 2EZ

For general account enquiries please contact Mrs Buck via the School Office or on 01543 278071

or

Email: extendedprovision@fiveways.staffs.sch.uk



FIVE WAYS PRIMARY SCHOOL

BREAKFAST CLUB

&

AFTER SCHOOL CLUB

Our Service

Five Ways Primary School operates a Governor managed Breakfast and After School Club facility during term time for pupils at the school. Both facilities take place in our Key Stage 1 hall and in part of our Nursery department. These areas benefit from access to a secure, fenced outdoor area enabling children to take part in outdoor activities, weather permitting. The clubs are staffed by a highly experienced, qualified and caring team under the supervision of our Extended Schools Educarer Mrs. Sue Male. Overall responsibility for the provision is taken by Mrs. Rachel Mander, Headteacher, with Miss A. Jade Grice, who leads Nursery and Extended Provision, ensuring that the best possible care is available for your child.

Breakfast Club

The Breakfast Club operates from 7.45am until 8.45am, when children are escorted to their classrooms. Breakfast is available until 8.30am with a variety of cereals, toast and fruit on offer along with fruit juice, water or milk. There are a range of activities available to the children including board games, construction toys, arts and crafts and physical games such as twister and skittles.

After School Club

After School Club runs from 3.15pm until 5.30pm. Nursery, Reception and Key Stage 1 pupils are collected from their classrooms at the end of the school day and escorted to the club. Pupils in Key Stage 2 are met at a central point in the KS2 building and again are escorted to the club. Assorted activities are available to all children. The After School Club staff are on hand to listen to your child read or assist with homework if required. A snack is provided, including wraps, sandwiches and crumpets along with fruit and water or fruit juice to drink.

Please ensure your child is collected promptly at the end of the session. A late collection fee may be imposed if you are late collecting your child and repeated late collection will result in your child's place being withdrawn.

Fees – September 2019

Breakfast Club - £5.00

After School Club - £8.00

Late Collection Fee – £2.00

(Applicable if later than 5.40 pm. However, persistent late collection of children will result in a £10.00 fee being charged to your Parent Pay account)

Fees are payable monthly or termly to suit individual circumstances but MUST be paid in advance. Payment is via our electronic payment system (Parent Pay) or a tax-free code obtained from HMRC via the childcare choices website (<https://www.childcarechoices.gov.uk/>). We are currently registered with several voucher schemes including Computershare, Busybees, Edenred, Employers for Childcare and RG Childcare. If your employer has a scheme which has not been mentioned please let us know and we will endeavour to investigate their registration process.

Failure to pay in a timely fashion may result in your child's place being withdrawn. If you are having difficulties making your payments due to a change in circumstances, please contact the school office at the earliest opportunity and make an appointment to see the School Business Manager, Mrs. Wendy Russell, as it is possible that an arrangement can be made. Please be assured that any information provided will be treated sympathetically and in the strictest confidence.

To enable our child:adult ratios to be maintained, we only accept children on a permanent basis, unless there are exceptional circumstances.

If you would like to book a place for your child please contact the school office to enquire about availability and to obtain a registration form. Places will only be confirmed upon receipt of the completed form and initial payment.

If you have book a holiday for your child during term time fees will still be due, however a reduced retainer fee will apply if written notification is received at least four weeks in advance. Currently the retainer fees for Breakfast Club are £2.50 per session and for After School Club £4.00 per session.