



MIDDLE BARTON SCHOOL  
27 Church Lane, Middle Barton,  
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[www.middlebartonschool.org](http://www.middlebartonschool.org)  
Headteacher: Kim Griffin



## **Teatime Club**

**All children to be signed out of Teatime club by carer/parent/guardian.**

### **Admissions**

Application for a place in Teatime Club must be made via the school office. Places can be booked for a half termly block for specific day(s). Emergency ad-hoc places may be available, so enquiries should be made via the school office - 01869 340522, option 4. Any non-collection of a child at the end of the normal school day, will not automatically result in entry to Teatime club and parents will be contacted to make arrangements for collection.

### **Charging**

The session is 15:10 – 18:00. Invoices will be sent at the start of each half term and should be settled in advance of care being provided. Emergency ad-hoc sessions will be invoiced at the end of each half term and should be paid upon receipt.

### **Payment**

Payment should be made via ParentPay or through Childcare Vouchers. Please contact the office to arrange the set-up of Childcare Voucher schemes.

### **Refunds**

No refunds will be issued if your child is absent from school and, whilst you are welcome to collect your child earlier than the set finishing time, this will not reduce the fees charged. If your child attends an after-school activity instead of using the club for the full duration, the charge for Teatime club will stay the same. The activity provider will deliver them to Teatime club.

### **Staff**

The club is staffed by our own employees, Mrs Andrea McStocker, Mrs Becky Bishop and Denise Gill, who are all fully trained in Safeguarding and Paediatric First Aid.

### **Hours and collection arrangements**

15:10 – 18:00 Monday – Friday in term time. Teatime club will not run on the last day of each long term when school finishes at 13:30. Children will be taken to the club from their classroom by Middle Barton School staff. Parents/Carers should collect children by 18:00.

### **Late collection fee**

Charges for late collection will be charged at £2.50 per 15 minutes.

### **Contacting Teatime Club**

The teatime club can be contacted by calling the school on 01869 340522 and selecting Option 4.