

ST RAPHAELS CATHOLIC PRIMARY SCHOOL BEFORE & AFTER SCHOOL EXTENDED PROVISION

St Raphael's Catholic Primary School offer on-site wraparound provision for parents with before and after school extended care. This is for pupils of St Raphael's only and all funds generated from this provision will be re-invested into the school for the benefit of all pupils.

The provision will be managed by school staff and children attending will be served breakfast and/or an afternoon snack depending on which session they attend.

Places will be limited to meet our staffing ratios as follows;

Before school Provision	26 Places	Monday to Friday
After School Provision	26 Places	Tuesday, Wednesday & Friday
	39 Places	Monday & Thursday (additional staff member)

All places must be pre-booked and paid for via the Magic Booking online portal,

[Magic Booking Home Page for St Raphael's](#)

Should you wish to register and book for before or after school provision;

1. Please visit the [Magic Booking](#) website and create a user account, you can link siblings during this process and add your Tax Free Voucher information if applicable.
2. Once you have created your user account you will be able to [login](#), check availability, choose sessions, check your bookings, and pay for your sessions all at once.
3. Payment can be made by debit card or commit to transfer Tax Free Childcare vouchers within 24 hours to cover the total cost of your bookings. Without payment the sessions are not confirmed.

Please keep you login details safe and make a note of the email and password combination you set as school are not able to reset this on your behalf.

Please ensure you have read the terms and conditions overleaf – you will be asked to accept these are part of your account set-up.

Once bookings for each half term are made live by the school, parents will be able to check availability, choose the sessions they require and then book the sessions at the checkout, you will receive instant confirmation and the service is available 24/7.

Additionally, you can check what you have booked and add it to a calendar and will have the flexibility to make additional bookings or cancel sessions (in line with the terms and conditions) as required via the same account.

Provision can be booked up to 7.45am on the same day subject to availability, parents/carers must book provision online via [Magic Booking](#) before 7.45am for the same day.

BEFORE SCHOOL PROVISION

The before school extended care will be available on a daily basis as follows;

Before School Club	Opens at 8.00am	£3.00 per day
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AFTER SCHOOL PROVISION

The after school extended care will be available on a daily basis as follows;

After School Club	Closes at 4.30pm	£4.00 per day
After School Club Only	Sibling Discount 25%*	£3.00 per day

**siblings must attend the same session for the discounted rate*

ST RAPHAEL'S CATHOLIC PRIMARY SCHOOL BEFORE & AFTER SCHOOL EXTENDED PROVISION

TERMS AND CONDITIONS

Registration: Please register and create your user account at [Magic Booking](#). You need to register for an account as the parent/carer and make a note of your email and password combination to ensure you can access your account to make bookings for before and after school provision. Initial registration takes 10-20 minutes and is only required once.

Fee Structure: Each morning session has a standard rate of £3.00 per session. Each afternoon session has a standard rate of £4.00 with a sibling reduction on the after-school sessions only of 25%, £3.00 per session for siblings where BOTH siblings attend the same session only. This will be applied at the time of booking.

Bookings: All bookings must be made via the online [Magic Booking](#) website. Once you have registered your account you can login and access the live bookings. Bookings will be made live on a half termly basis and you will be notified once sessions are available to book. You will be able to see availability, choose your sessions and then check your bookings before checking out. Checkout must be completed to confirm your bookings, payment can be made via debit card or as a commitment to transfer tax free childcare vouchers within 24 hours of the booking. You can log into your account to check your bookings and make any changes (subject to the terms and conditions). Live registers will be accessed via a provision iPad and the children will be checked in/out of every session. Where a child arrives for provision and is not on the register a booking has not been made and parents will be contacted.

Numbers: Maximum numbers are set for each session based on staffing and ratios. Each session will have a maximum number of spaces available on [Magic Booking](#) in line with this and once they are fully booked this will not be exceeded. A traffic light system is in place to denote availability – Red – No Availability, Yellow – Limited Availability and Green – Good Availability.

Late Bookings: [Magic Booking](#) is accessible 24/7 making late bookings easier to accommodate. Bookings will close each day 7.45am for that day's provision, therefore bookings (subject to availability) must be made by 7.45am for either the before or after school sessions taken on the same day. After 7.45am, bookings will only be accepted in an emergency by contacting the school office and are also subject to availability. If a session is fully booked the school office are not able to add additional capacity.

Cancellations: You can cancel bookings via your [Magic Booking](#) account up to 48 hours prior to the start time of the session. Cancellations within this time will be credited to your [Magic Booking](#) account for use on future bookings. Cancellation after this time will still be charged.

Payment: Payment must be made at checkout to secure your booking. Payment cannot be taken at the school office it can only be processed via the parent/carer account on [Magic Booking](#). Payment via debit card is instant and bookings will be confirmed. Payment via Tax Free Childcare (TFC) Vouchers are a promise to transfer the payment from your provider to the school within 24 hours of the booking. TFC vouchers will be reconciled each week by the school office and added to Magic Booking as a credit. Bookings will be cancelled where TFC vouchers are not received after 7 days.

Drop Off & Collection: All pupils are to be dropped off and collected at the entrance to the school hall at 8.00am in the morning and collected by 4.30pm each afternoon. Late payment charges will be applied if children are collected after 4.30pm.

Late Collection: After school provision closes at 4.30pm, where children are not collected by 4.30pm late collection charges will be applied, late collection is charged at £5.00 for the first 30 minutes every 30 minutes thereafter. Late collection charged will be applied automatically when children are checked out after the finish time and you will be asked to sign for these.

Safeguarding: On registration [Magic Booking](#) will ask for safeguarding information in relation to emergency contacts, nominated collectors for your child/children and passwords along with medical and dietary information. This information will be accessible by the operational staff in provision, and you can update this via your [Magic Booking](#) account. The staff will use the provision iPad to check children in at the start of the session and check them out at the end of the session, please ensure you child has been checked in/out before leaving the premises. Registers will also be emailed to the school office at 7.45am each day and shared with operational staff and class teachers.

Policies & Procedures: The before and after school extended provision is part of St Raphael's Catholic Primary School. All relevant school and local authority policies therefore apply. Copies of policies are available from the school office and are on the school website. These include the school's safeguarding, behaviour and health and safety policies.

Contacts: All pupils contact details will be taken from your [Magic Booking](#) account registration or from the St Raphael's SIMS Database. In addition, school will use text and email to contact parents.