

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	39 Places	Tuesday to Thursday	26 Places	Monday & Friday
After School Provision	39 Places	Monday to Thursday	26 Places	Friday

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.
4. Since July 2025 Parents are able to link their HMRC Tax Free Childcare Account to MagicBooking.

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 on the same day subject to availability, parents/carers must book provision online via [Magic Booking](#) before the cut off times;

Before School	7.30am start - bookings close at 7.15am	8.00am start - bookings close at 7.45am
After School	3.15pm start - bookings close at 3.00pm	4.15pm start - bookings close at 4.00pm

BEFORE & AFTER SCHOOL PROVISION

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

Before School Club	Session 1	7.30am-9.00am	£6.00 per day
	Session 2	8.00am-9.00am	£4.00 per day
After School Club	Session 1	3.15pm-5.15pm	£10.00 per day *
	Session 2	3.15pm-4.15pm	£4.00 per day
	Session 3	4.15pm-5.15pm	£6.00 per day

** Sibling Discount 20% - After School Expanded Provision 3.15pm-5.15pm Only*

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: Before school provision has two sessions available – expanded at a rate of £ 6.00 or standard at a rate of £4.00 per session. After school provision has three sessions available – expanded at a rate of £10.00, standard at a rate of £4.00 and provision after sports clubs with rate of £6.00. There is a sibling reduction on expanded hours after-school session only of 20%, where BOTH siblings attend the expanded session. This will be applied at the time of booking. Fees are reviewed annually and are subject to change.

Bookings: All bookings must be made online via [Magic Booking](#). Once registered you can login and access the live bookings. Bookings will be released on a half termly basis, you will be notified once sessions are available to book. You can see availability, choose sessions and then check bookings before checking out. Checkout must be completed to confirm your booking, payment can be made via debit card or tax-free childcare vouchers. You can check your bookings and make any changes via your parent account (subject to the terms and conditions). Live registers are accessed via iPad and the children will be checked in/out of every session.

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 and bookings will close 15 minutes prior to the start of each session making late bookings easier to manage by parents. All late bookings must (subject to availability) be made online via [Magic Booking](#) by the set cut-off time. If a session is fully booked the school office cannot add additional capacity – please do not bring your child. If you make a late booking for after-school provision you may wish to notify the office to ensure your child is sent to provision.

Administration Fee: If the school office is required make a late booking or cancel/amend a booking for a parent either a £5.00 administrative charge will be applied. This will not be applicable to queries relating to payment/tax free vouchers.

Where a child arrives for provision and is not on the register you will be notified – any late bookings added by School Staff will carry and additional administration fee of £5.00 per transaction.

Cancellations: You can cancel bookings via your [Magic Booking](#) account up to 24 hours prior to the start time of the session. Cancellations made up to 24 hours before the session will be credited to your [Magic Booking](#) account for use on future bookings. Cancellations within 24 hours 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 direct transfer to a promise to transfer the payment from your provider to the school within 24 hours of the booking. TFC vouchers will be transferred instantly with the direct transfer link to your HMRC account – please set this up - and reconciled each week by the school office and added to Magic Booking as a credit. **Vouchers will not be added until they have been received in the bank, vouchers are reconciled every Monday.**

Drop Off & Collection: All pupils are to be dropped off and collected with a member of the school staff at the entrance to the school hall in the morning and collected at the same place and signed out each afternoon. Late Collection charges will be applied if children are collected after the end of the session time. Please drop off at the start time for the session you have booked and not earlier.

Early Drop Off/Late Collection – Standard Hours: From September, if a child is dropped off earlier than the 8.00am, or collected later than 4.15pm, and places are available, they will be booked for expanded hours instead of standard and the increased fees will apply.

Late Collection: After school provision closes at the end of the booked session, the latest collection time available is 5.15pm. Where children are not collected on time a late collection fee may be applicable, this is £10.00 up to 15 minutes after the end time of the booked session with an additional £10.00 for each 15 minutes thereafter. Late collection charges 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 your child has been checked in/out before leaving the premises. If someone arrived who is not named as a collector on your account the staff will contact you.

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.