



MIDDLE BARTON SCHOOL  
27 Church Lane, Middle Barton,  
Chipping Norton, Oxfordshire, OX7 7BX  
Tel: 01869 340522  
[office@middlebartonschool.org](mailto:office@middlebartonschool.org)  
[www.middlebartonschool.org](http://www.middlebartonschool.org)  
Headteacher: Kim Griffin



## Teatime Club – Wraparound Care 24/25

Middle Barton's Teatime Club was established in September 2020 in response to requests from parents and the wider community. The Club is an extension to the extended school hours already provided by our Breakfast Club.

### Staffing

The club is run by our own employees, Andrea McStocker, Becky Bishop, Lucy Horner and assisted by Denise Gill.

### Admissions

Initial application for a place in Teatime Club must be made via the school office ([office@middlebartonschool.org](mailto:office@middlebartonschool.org)) to gain access to the ParentPay Clubs module. Places can be booked for a half term block for specific day(s). Emergency ad-hoc places may be available, so enquiries should be made via the school office. Any non-collection of a child at the end of the normal school day will not automatically result in their entry to Teatime Club and parents will be contacted to make arrangements for collection.

### 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 from the school hall. Failure to collect your child within these times will result in extra charges. See 'Late collection fee'

### What is included?

The session charge includes the care of your child by Middle Barton School staff (with relevant training and safeguarding checks), games & activities and an after-school snack. Themed events run throughout the year. From September 2024 Tuesday sessions will have an Outdoor Learning theme.

### Charging

Sessions are charged at £15.00 per child (£14.00 for additional siblings). The session is 3.10 – 6:00pm.

### Booking sessions

Bookings are managed on the ParentPay system, using the Clubs module. Parents are responsible for booking their children's sessions in advance and these are paid for at the time of booking, or can be settled with Childcare vouchers or Tax Free Childcare (please contact Mrs Walker to arrange the set-up of these schemes: [vwalker@middlebartonschool.org](mailto:vwalker@middlebartonschool.org)). Ad hoc and emergency bookings can be made if there is space available; please give as much notice as possible and we will try our best to accommodate you. The same terms and conditions for absence will apply to ad hoc bookings as for regular bookings.



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### **Absence and 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, this will not be subject to a lesser fee. The activity provider will deliver them to the Teatime Club.

Cancellations made less than 48 hours in advance will result in full charges, except in extenuating circumstances at the discretion of the headteacher. Please email the office to cancel or amend bookings with as much notice as possible.

If the club is forced to close because of circumstances beyond our control, (e.g. school closure due to floods or snow) we will refund fees for affected sessions

A notice period of 30 days is required if you wish to withdraw your child from Breakfast Club or After School Club. Children in Year 6 will automatically be withdrawn at the end of the summer term.

After School Club will not run on the last day of the Autumn, Spring and Summer terms when there is an early 1.30pm finish.

### **Late collection fee**

Charges for late collection will be charged at £10.00 per block of 15 minutes. If you are going to be late for pick-up please contact the staff at your earliest opportunity.

### **Contacting Teatime Club**

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