



**East Morton CE Primary School's
Before and After School Care Clubs**

**PARENT/CARER HANDBOOK
(Terms and Conditions)
2026/27**



East Morton CE Primary School
Street Lane
East Morton
Keighley
West Yorkshire
BD20 5SE

Telephone No. 01274 569447

Morton Marvels Mobile Number 07725 556293

Chair of Governors:	Alison McGonigle
Headteacher:	Anne Proctor
Morton Marvels Leaders:	Lynsey Padgett (AM)
	James Holland (PM)

Morton Marvels aims to provide high quality, safe provision for the pupils of the school. The values, aims and objectives of the school are also those of our care provision.

CONTENTS

1. Staffing - Roles and Responsibilities

2. A-Z handbook

- Behaviour/ Relational Policy
- Care, Learning and Play
- Charging Policy
- Collection Arrangements
- Communication
- Complaints
- Confidentiality
- Emergency Contacts
- Emergency Procedures
- Failure to Collect a Child
- First Aid
- Food Policy
- Health and Safety
- Medical Needs
- Register of pupils
- Safeguarding Children
- Special Educational Needs
- School policies adopted by Morton Marvels

3. Appendices

- Appendix 1 – Parental Agreement
- Appendix 2 – Food list

Staffing - Roles and Responsibilities

Responsible Body:

East Morton CE Primary School
Governing Body

Morton Marvels Breakfast Club

Manager: Lynsey Padgett

Times: 7.30am – 8.40am

Morton Marvels After School Care Club

Manager: James Holland

Times: 3.15pm – 5.30pm

Behaviour

The school's Relational (Behaviour) policy has been adopted by the Morton Marvels and is available on the [school website](#).

School will inform Morton Marvels Staff of any issues such as bullying which are monitored via CPOMS (our online monitoring system).

Care, Learning and Play

Confidence, independence and self-esteem will be encouraged through all activities. A range of play opportunities and resources will be provided for all children. As in school, we will support our children in their ongoing social learning; amongst many other things, they will learn to judge right from wrong, how to socialise and operate in teams with children from all year groups, and the importance of taking turns fairly. Our staff will listen to children and value what they say.

Children will be expected to follow the exact same behaviour systems as they follow daily in school, and we know that this helps the children feel safe and comfortable from the start.

All play equipment will be checked regularly and updated as appropriate.

Quiet areas will be provided for those children who would like to complete homework or who simply prefer this environment.

Charging Policy

Breakfast Club runs between 7.30 and 8.40am. After School Care Club is from 3.15 until 5.30pm, Monday to Friday. Both clubs operate term-time only.

Fees

Fees for Morton Marvels are:

Breakfast Club Session cost £5.00 per session including breakfast.

After School Club Session costs £8.50 per session including snack.

School Gateway - Booking and Payments

Bookings should be made online using the School Gateway app and payment can either be made directly through the app or via **Childcare Voucher Schemes/Government Childcare Savings**.

We recommend that you set up **School Gateway** in advance of the bookings becoming available to ensure you have no problems accessing it. The set-up process is simple and will take no more than a couple of minutes:

1. Search for “**School Gateway**” in the *Apple App/Play store* or on your phone or go to www.schoolgateway.com/apple (Apple) or www.schoolgateway.com/android (Android)
2. When you launch School Gateway for the first time, please select ‘**New User**’ and enter the email address and mobile telephone number you have registered on our school SIMS system (*please contact the office if you experience any problems*).
3. The system will send a PIN code to your phone; simply enter this PIN code and the app will be activated for you.

*Please note that, unless you pay by childcare vouchers, **all sessions will need to be paid for at the time of booking through secure payment on the app.***

Childcare vouchers should be paid in advance of booking to allow us to credit your booking account.

Morton Marvels is a self-funding school club and is not supported by the school's budget. For this reason, parents/carers will not be able to book further places if debts are more than £50.00.

Cancelled Bookings

Bookings need to be cancelled at least 24 hours in advance or the **charge for the session will be payable**. There are limited places for both clubs and 24 hours are needed to ensure that places can be offered to other families.

Late Collection Fee – After School Care Club

Due to safeguarding and legal reasons, there are always two members of staff present when a child is on-site. **Collecting a child after 5.30pm will incur a charge of £10.00 for every 15 minutes, to cover overtime costs of both staff.**

Child Care Vouchers are accepted by school. The school's DFE number is the number to be used for registration: 380 3028.

Morning Dropping Off Arrangements

When dropping younger children off at Breakfast Club, parents must accompany their children to the door and ensure they are handed over to a member of staff.

If dropping off children between 07:30 and 08:15, parents must phone Morton Marvels on 07725 556293, so a member of the team know they are waiting outside (the doorbell cannot be heard in the hall). Please do not leave until you know they are safely inside the building.

Collection Arrangements

Only adults authorised by parents, (Nursery & Reception adults will need to use the child's password) will be able to collect children and ID will be required. Parents will need to inform school of the password for new children.

Should any other adult attempt to collect your child this will be refused and you will be notified immediately.

Any changes to collection arrangements in emergency situations must be communicated by text to the club's mobile phone, this will be acknowledged by return text, and ID must be shown on arrival if adult is not known by Morton Marvels' staff.

Communication

All communication regarding Morton Marvels will be to the club's mobile phone. Any messages left will be acknowledged by text.

Morton Marvels Mobile: 07725 556293

Complaints

The school's complaints policy has been adopted by Morton Marvels. In the first instance, any parent wishing to make a complaint should speak to the Session Lead or contact Mrs Proctor.

Confidentiality

The Trust GDPR Policy and Privacy notices cover confidentiality for Morton Marvels. These can be found on the [BDAT Website](#), or paper copies are available on request from the school office.

Emergency Contacts

In case of an emergency, parents will be contacted using the information provided on the Pupil Information Form and held on our SIMS database.

Should you need to contact us, please use the following number:-

Morton Marvels Mobile: 07725 556293

Emergency Procedures

An annual fire practice will take place during Morton Marvels hours.

In the event of an evacuation from the building, all children and staff will follow the 'Fire Evacuation, Invacuation and Lockdown Procedures'. Should we have

to evacuate the school site entirely, we will assemble in the grounds of St Luke's Church.

The school is secured by an electronic entry system which enables us to have total control over access as well as enabling us to ensure that children cannot leave unless a member of staff allows them to.

Failure to Collect a Child

Parents are asked to inform us as soon as possible if they are running late. If the expected arrival time is after 5.30, two members of Morton Marvels staff will be asked to stay on until the child is collected.

If nobody has collected the child by 6.00pm and no contact has been able to be made with any of the listed carers, we will be obliged to notify the police.

Lost Child Procedure

It is very important that Morton Marvels be informed if a child is not going to attend an arranged session.

Please let us know as soon as possible if this is the case via the Morton Marvels mobile.

If a child does not attend Morton Marvels when they are expected to, and no message has been received, Morton Marvels staff will follow procedures and speak with school staff to establish their whereabouts before leaving our registration area. Obviously, when there are numerous absences to chase-up it can cause a significant delay to the start of the club for the other children.

If we cannot confirm the whereabouts of the child after speaking to school staff, the School's Senior Leadership will be informed, and if the child has not been located by 3.45pm, the police will be informed.

First Aid

Staff with first aid training will always be present at each Morton Marvels session. Posters around school inform pupils and staff of current trained first aiders.

Accident Records / First Aid Slips

All accidents will be recorded in the appropriate accident book for either staff or children. Parents and carers will be informed upon collection of any injuries sustained by their children and will be called immediately in the case of more significant injuries, including all bumps to the head.

Food

A list of appropriate food provided for breakfast and after school snacks can be found in the appendix.

Food Hygiene Level 2: Lynsey Padgett, James Holland, Russell Jeanes

Health and Safety

- **Smoking / Vaping**

Smoking or vaping is forbidden in the school, its grounds and the footpaths by the school gate.

- **Risk Assessments**

Risk Assessments for the school, Morton Marvels and outside areas will be reviewed annually with Morton Marvels Leaders and the School's Executive Academy Business Leader.

Medical Needs

The school's 'Administration of Medication' Policy has been adopted by Morton Marvels. Parents must complete the appropriate form before medicine can be administered by staff. It is the responsibility of staff to ensure medicine is kept in an appropriate safe place. Only prescribed medicines will be administered.

It is the responsibility of parents to ensure that inhalers and EpiPens are in date. Morton Marvels staff have access to the children's inhalers and EpiPens in an emergency.

Register of Pupils

A register of pupils will be taken daily. Morton Marvels staff keep a register of who is in attendance and update it as the children are collected by adults. The registers will be kept at hand in case of emergency evacuation of the building.

Safeguarding Children

The protection and safeguarding of all children is a priority for the whole school, including Morton Marvels. The School's 'Safeguarding and Child Protection Policy' has been adopted by Morton Marvels.

Emma Petts - Designated Safeguarding Lead

Anne Proctor – Deputy Designated Safeguarding Lead

are trained members of the School Safeguarding Team.

Access to school is restricted. All staff are vetted, and DBS checked in line with BDAT and school recruitment procedures.

It is not permitted to take photographs of any child on any personal mobile phone. Any pictures taken on digital cameras are for the sole use of the school and will not be put onto the school website or published in any other publication without checking the permission list in the school office.

Special Educational Needs

The school's SEND policy has been adopted by Morton Marvels. The headteacher and SENDCO will make Morton Marvels staff aware of any individual needs of all children including any behaviour plans in action.

School Policies available on request

- Safeguarding and Child Protection
- Relational (Behaviour) Policy
- Health and Safety policy
- Administration of Medicine in School policy
- EYFS Policy
- Complaints Policy
- GDPR Policy
- SEND Policy

APPENDIX 1

MORTON MARVELS – PARENTAL AGREEMENT

The parent/carer of any child/children attending the Breakfast or After School Club should have read and understood the Morton Marvels Handbook before signing the following declaration.

1. I have read, understood and accepted all statements made in the Morton Marvels Handbook for the breakfast and After School Club. I would like my child to be accepted into the club.
2. I understand that if my child does not behave appropriately at Morton Marvels this will be dealt with in line with the school's Relational (Behaviour) policy. I acknowledge that, in rare cases, this may include a fixed term or permanent exclusion from the club.
3. I agree to pay the club fees when booking and understand that no refund will be made if we choose to cancel individual sessions without 24 hours' notice.
4. I will contact the school office if my child is unwell and not going to be at the After School Club.
5. I understand that I must collect my child by 5.30pm. I understand that should my child be collected after 5.30pm I may be liable for a charge of £10.00.

Name of child/children.....

Parent/Carer Signature

Name in Full

Relationship to child(ren)

Date

APPENDIX 2

Breakfast Club Food List

Children are able to choose a mix of items from the breakfast menu.

Bran flakes
Weetabix
Cornflakes
Rice Krispies
Porridge
Fromage Frais/Yoghurt
Shreddies
Tinned fruit
Toasted – Crumpets/ Muffins / bread
Bagels – cinnamon & raisin / plain
Hot cross buns/ fruit tea cakes / fruit loaf
Lemon curd/ Jam
Margarine
Semi-skimmed milk
Fruit juice – apple /orange
Water
Beans on toast
Cheese toasties

After School Care Club Food List

Children are able to choose a mix of items from the buffet-style after school snack menu. Fridays include hot Pizzas.

Bagels – plain or cinnamon & raisin
Fruit Loaf
Bread – sliced / pitta / wraps
Sliced cheese / soft cheese
Jam
Lemon Curd
Margarine
Water or juice
Milk
Rice cakes
Fresh fruit (seasonal)
Salad (seasonal e.g. carrots, cucumber)
Raisins / sultanas
Fromage Frais/Yoghurt
Pizza Fridays