



TREETOPS
AFTER SCHOOL CLUB

Pyrford C of E Primary School

Early Bird Breakfast Club & Treetops After School Club

Information Booklet

Parents of children starting school in September 2025 will be able to book sessions from Tuesday 2nd September once their Scopay account is live

Our Vision

Pyrford C of E Primary School provides an engaging and enriching education for all, rooted in Christian values of
Love Respect Resilience Wisdom

At Pyrford our mission is simple:
Growing Great Minds Together

Introduction

Our Breakfast Club & After School Club is run by Pyrford staff who also have roles in school during the day. In this way we are able to offer consistency and continuity of provision as the staff and children know each other well and share the same expectations as are enjoyed during the school day.



Children can join in with the planned activities or take time to do their home learning. Many children enjoy playing in one of the activity areas, examples of which are:

- sport related activity
- arts, craft & cookery



Alternatively, children may prefer to have some quiet time playing with the range of games and toys available.

Our clubs are very popular therefore places must be booked in advance to ensure we have the correct staffing levels to enable us to fulfil our safeguarding expectations. Places are available on a first come, first served basis. Children of staff are processed as a priority.

Terms and conditions are reviewed annually. There may be occasions when amendments to terms and conditions are necessary prior to the annual review; parents will be notified of these in writing.

Pyrford C of E Primary School is committed to Safeguarding and promoting the welfare of children. To achieve our commitment we will ensure continuous improvement and development of robust Safeguarding processes and procedures that promote a culture of Safeguarding amongst our staff and volunteers.

INFORMATION AND TERMS & CONDITIONS

BREAKFAST CLUB CONTACT NUMBER

Please call our main school telephone number – 01932 342693



TREE TOPS CONTACT NUMBER

Please call 01932 339055

OPENING HOURS

The Breakfast Club is open between 7:45am – 8:30am every Monday- Friday, term time only, with breakfast served until 08:20am.

Children cannot arrive at the Breakfast Club any earlier than 7.45am. Staff may be present but this is to allow adequate time for setting up prior to children arriving.

The After School club is open between 3:00pm – 6.00pm every Monday-Friday, term time only.

Children must be collected from Treetops by 6pm. A charge of £15 per 15 minutes will be levied to those who are late collecting their child on more than one occasion.

BOOKING AND PAYMENT

The 2025/65 fees are:

BREAKFAST CLUB

£7 per session which includes breakfast

TREETOPS

£15.50 per session which includes tea

- Bookings **must** be made using the school's online system Scopay. Access your Scopay account at <http://www.scopay.com/pyrford.surrey>
- **Please note that payment must be made online at the time of booking using your Scopay account.** If paying with childcare or tax free childcare vouchers, please ensure you have notified the school office of your voucher company (with reference) by emailing office@pyrford.surrey.sch.uk The vouchers must be redeemed at the time of booking and received within 3 working days.
- **In special circumstances we may be able to accept a *late booking*. This must be made via the office and where possible before 10 am on the day required.** Payment online must be made within 24 hours of the booking or if using childcare vouchers within 3 working days.
- **Payments must be brought up to date by the end of each half term** or a charge of £25 will be added to your account.

Please note, we reserve the right to exclude a child as a result of payment arrears.

- **Bookings for Breakfast Club must be received by midnight as follows:**

Midnight on Monday for Wednesday bookings

Midnight on Tuesday for Thursday bookings

Midnight on Wednesday for Friday bookings

Midnight on Thursday for Monday bookings

Midnight on Friday for Tuesday bookings

- **Bookings for Tree Tops must be received by midnight as follows:**

Midnight on Monday for Tuesday bookings

Midnight on Tuesday for Wednesday bookings

Midnight on Wednesday for Thursday bookings

Midnight on Thursday for Friday bookings

Midnight on Friday for Monday bookings

CANCELLATIONS

- **Cancellations must be made via the office.** Please email office@pyrford.surrey.sch.uk or call 01932 342693 before 9am of the day of the session to cancel it or they will be chargeable.
- Sessions cancelled in advance will be reimbursed by credit to the Breakfast Club/Treetops account - **there are no cash/online refunds.**
- **Sessions cancelled due to closure of the club by the school will be reimbursed to the account.**

FOOD AND REFRESHMENTS

The Breakfast Club menu consists of:

- A selection of healthy cereals.
- Toast/bagels/croissants with a variety of toppings.
- Refreshments include orange juice, apple juice or milk.
- Fromage frais yoghurts.

The Treetops menu:

- A two course meal will be available

We use fresh ingredients and follow statutory Government guidelines. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children and for it to be delivered in a calm and friendly environment.

Dietary Requirements – we use the details supplied on your child's admissions form, so please keep us updated with any changes.

