



Funfactor

Parkroyal Community School
Out of school provision

September 2025

Welcome to Funfactor

Dear Parent/Guardian,

Thank you for your enquiry about Funfactor's Breakfast and After School Club. This brochure contains information about both clubs. There is a form to complete should you wish to book any sessions for your child(ren). If you require the registration google form please either visit the school website under Funfactor or email c.macdonald@parkroyalcs.org or admin@parkroyalcs.org and the registration google form will be emailed to you to complete online.

If you have any questions that you would like answered before booking in please do not hesitate to contact Charlotte Macdonald (manager) by email.

Yours faithfully,
C.Macdonald

Tel: 07557423635 (after 4pm)
Email: c.macdonald@parkroyalcs.org

Breakfast and After School Club

Tel: 01625 426083 8:30am - 4:00pm

07527325710 4:00pm onwards

Information

Funfactor wrap around care is managed by Parkroyal Community School and is an extended provision for quality childcare for children attending the school.

Parkroyal's mission is 'Nurture, Inspire, Flourish' and this ethos is shared by Funfactor. To ensure that staff, parents and children can work together to achieve this we ask parents to agree to our Terms and Conditions.

Opening times and fee structure

Breakfast Club	7:30am to 8:35am Includes breakfast	£4.00/session
After School Club	3:00pm to 6:00pm A cold or hot snack is served at around 4:00pm which the child chooses at the beginning of each session.	£11.00/booked session - 10 days or more in advance £12.50/emergency session or sessions not booked 10 days in advance. There is a 10% sibling discount for the youngest siblings only

<p>Holiday Club</p>	<p>8:30am to 5:30pm (Full Day) Includes breakfast, lunch and a hot meal (tea).</p>	<p>£30.00</p>
<p>Academic Year 2025-2026</p> <p>Opening dates for Holiday Club;</p>	<p>8:30am-1:00pm (Morning) Includes breakfast and lunch.</p>	<p>£18.00</p>
<p>February Half Term - 16th February - 20th February 2026</p>	<p>1:00pm-5:30pm (Afternoon) Includes a hot meal (tea).</p>	<p>£18.00</p>
<p>Easter Holiday Club - 30th March - 2nd April 2026</p>		
<p>Summer Holiday Club - 20th July - 13th August 2026</p>		

Booking In System

Parents are to use the School Gateway booking system.

Parents need to book all sessions on this system through clubs either every day, week or month. Once sessions are chosen on Schoolgateway payment is needed at the end of the booking to complete confirmation of the booked sessions. This will then provide you with a receipt of payment for the sessions booked.

This will mean that invoices will not be sent out (unless needed for Universal Credit).

Once your sessions have been booked and paid for online, this will automatically notify the team and your child/ren will be added onto the daily register.

You will be able to book the session until 3:15pm on the day you require (if there are spaces left available). If you want to book your child in after 2:30pm you will have to phone the school office to let them know you have made a late booking as the registers will have been printed and finalised for the collection of children from classes. All of these bookings will need to be booked for the casual sessions on the app.

The process for Breakfast Club bookings is the same through the app. These can be booked the morning of the session. A late booking phone call does NOT need to be made.

If your child has not been booked in through Schoolgateway or the school office your child/ren will not be collected at the end of the school day. The class teacher will escort the child to the school office where a phone call will be made. Your child will not be able to attend until confirmation and payment has been made.

The club closes at 6:00pm prompt.

Collections after this time will incur a charge of £5.00 for every 15 minutes. Please advise a member of staff as soon as possible if you are delayed as this will enable them to prepare your child and also to organise for their own late arrival home. All emergency contacts will be called at 6:00pm if uncollected to check a parent/guardian is on their way to collect. If unreachable or a phone call has not been received by 6.30 pm, the uncollected child procedure will be put in place. (This can be found on the school website on the Funfactor page and also in the Extended Services Policy)

Cancellation and absences

Please contact the office if your child will be absent from the club due to illness or prior arrangement (e.g friends house for tea, family visit etc.). This helps to avoid confusion. If a message has not been received and your child is on the

register then your child will be collected from their classroom by a Funfactor team member.

All cancellations or amendments must be addressed to: Charlotte Macdonald via c.macdonald@parkroyalcs.org or admin@parkroyalcs.org

All fees are due irrespective of attendance, however in the event of long term sickness (more than 5 consecutive days) or pre-arranged school trips, this can be discussed with the manager/office (refunds or retainer fees will be considered).

Emergency Session

Should a parent need emergency childcare, ring the school office (01625 426083) to check availability. These sessions are charged at a premium rate of £12.50 per session. (Sessions can be booked online until 3:15pm through the app)

Medical Information

Funfactor will use the school's data management system, therefore any changes to medical information or dietary needs please inform the school office and Charlotte Macdonald via c.macdonald@parkroyalcs.org.

It is essential that parents keep us informed about the child's current medical information to ensure that we care for the child in an appropriate way. No medication will be given to a child unless it has been prescribed by a doctor and a medication form has been completed.

Accidents and incidents will be recorded and parents/carers will be informed on arrival. In the event of a severe bump to the head or injury you will be contacted immediately.

If your child is required to take any short term medication from the doctors, a separate permission form will need to be completed at the school office for us to administer any medication.

Collection of children

Children can only be collected by the parent/carer of the emergency contacts named on the school's data management system. Any person unknown to the staff will be challenged to provide a password (provided on child's registration) or the parent/carer will be contacted to check. The person collecting the child must be over the age of 16. If another family member or friend is collecting please inform us.

Children are collected from the front gate by the school office, across the playground and by the canteen glass doors. Children will gather their belongings and be brought to you by the door.

Complaints Procedure

Parents are asked to follow the complaints procedure of Parkroyal Community School which is situated on the school website.

Holiday Club

All bookings must be made at least 2 weeks prior to the last day of term on the online booking system Schoolgateway. Late bookings will be dependent on availability of space and will need to be confirmed by the Manager.

Terms and conditions

Before your child can attend sessions at either Breakfast, After school or Holiday Club, a Google Form must be completed which contains the terms and conditions, permissions and also a password for collection. This form can be found on the school website. You can also email c.macdonald@parkroyalcs.org or contact the school office and this can be emailed to you directly.

Collections of children from class

All children that are booked in and on our register are collected from their classroom at the end of the school day by a member of the Funfactor team and escorted to the canteen where Funfactor is held.

Meals

The children receive 2 options of a hot or cold snack style meal for tea at around 4:00pm which the children choose themselves when they arrive for their session (this does not need to be pre ordered). There is a sample 3 week menu available on the school website for you to see the meal options that are available (this is not a definitive menu, this is just a mock version of the types of food we provide. We change our meal days to match the school menu so we do not duplicate the same meals on the same day).

Play and activities

The club offers a wide range of indoor and outdoor activities for the children to choose from. We believe that by playing the children learn to develop as individuals and that the adult's role is to enhance opportunities for creative play.

Some indoor activities include board games, construction toys and arts and crafts. Quiet areas are provided for children to read or to chat. Occasionally, Netflix will be shown (usually if the weather means outdoor play is not an option or in the winter months when it is too dark past 4:30pm, all programmes/films will be certified U).

Children are given the opportunity to play out daily, using the school play area available. Children may choose to play indoors or outdoors. Some resources for outdoor play include balls, skipping ropes, hoops and chalks.

SEND

We endeavour to meet the individual needs of all the children who wish to attend our wrap-around care facility. If your child currently receives additional support, either in school or in their current nursery/preschool setting, please contact Charlotte Macdonald to arrange a mutually convenient transition meeting with our SENDCo, to ensure our wrap-around care can support the needs of your child.