



Funfactor

Parkroyal Community School
Out of school provision

September 2026

Welcome to Funfactor

Dear Parent/Guardian,

Thank you for your enquiry regarding Funfactor Breakfast Club and After School Club.

This welcome pack contains important information about our wraparound care provision, including booking procedures, club policies, and general information about our services.

To register your child(ren), please complete the online registration Google Form. This can be accessed via the Parkroyal Community School website under the Funfactor section. Alternatively, you may request the form by emailing:

- c.macdonald@parkroyalcs.org
- admin@parkroyalcs.org

If you have any questions prior to booking, please do not hesitate to contact me.

Yours sincerely,

Charlotte Macdonald
Funfactor Manager

Telephone: 07557 423635 (after 4:00pm)

Email: c.macdonald@parkroyalcs.org

Contact Information

School Office

Telephone: 01625 426083

Hours: 8:30am - 4:00pm

Funfactor

Telephone: 07527 325710

Hours: After 4:00pm

About Funfactor

Funfactor Wraparound Care is managed by Parkroyal Community School and provides high-quality childcare for children attending the school.

Parkroyal's mission is:

"Nurture, Inspire, Flourish."

This ethos is shared throughout Funfactor. To support positive partnerships between staff, parents, and children, all families are required to agree to our Terms and Conditions before accessing the provision.

Booking Sessions

All bookings must be made through the **School Gateway** booking system.

Parents may book sessions daily, weekly, monthly, or termly. Payment must be made at the time of booking to secure and confirm your child's place. Once payment has been completed, a receipt will be generated automatically.

As bookings and payments are managed through School Gateway, invoices will not routinely be issued unless required for Universal Credit purposes.

Once a booking has been made and paid for, the Funfactor team will be notified automatically and your child will be added to the daily register.

After School Club Bookings

Sessions can be booked online until **3:15pm on the day required**, subject to availability.

If a booking is made after **2:30pm**, parents must contact the school office to inform staff, as registers may already have been finalised and printed.

All same-day bookings must be made using the **Casual Session** option within School Gateway.

Breakfast Club Bookings

Breakfast Club sessions can be booked through School Gateway on the morning of attendance.

A telephone call to the school office is not required for late Breakfast Club bookings.

Important

Children who have not been booked through School Gateway or via the school office will not be collected at the end of the school day.

In these circumstances, the class teacher will escort the child to the school office and a parent/carer will be contacted. Attendance cannot be permitted until booking confirmation and payment have been received.

Collection Times

The After School Club closes promptly at **6:00pm**.

Late collections will incur a charge of **£5.00 per 15-minute period**.

If you anticipate being delayed, please contact a member of staff as soon as possible. This allows staff to reassure your child and make appropriate arrangements.

If a child remains uncollected at 6:00pm, all emergency contacts will be contacted. If no contact can be made by 6:30pm, the school's **Uncollected Child Procedure** will be implemented.

This procedure can be found on the school website within the Funfactor section and in the Extended Services Policy.

Cancellations and Absences

Please notify the school office if your child will not be attending a booked session due to illness or any other planned arrangement, such as visiting family or attending a friend's house.

This helps prevent unnecessary collection from class and avoids confusion.

If no notification is received and your child is listed on the register, a member of the Funfactor team will collect them from their classroom as usual.

All cancellations or amendments should be sent to:

- c.macdonald@parkroyalcs.org
- admin@parkroyalcs.org

Fees remain payable regardless of attendance. However, in cases of long-term illness (more than five consecutive days) or pre-arranged school trips, refunds or retainer fees may be considered at the discretion of the Manager.

Emergency Childcare Sessions

Should emergency childcare be required, please contact the school office on **01625 426083** to check availability.

Emergency sessions are charged at **£13.50 per session**.

Where spaces are available, sessions may also be booked online until **3:15pm** via School Gateway.

Medical Information

Funfactor uses the school's data management system. Parents must ensure that any changes to medical information, allergies, dietary requirements, or emergency contact details are communicated to both the school office and Charlotte Macdonald.

Email: c.macdonald@parkroyalcs.org

It is essential that all medical information remains up to date to enable staff to provide appropriate care.

Medication will only be administered when:

- It has been prescribed by a doctor; and
- A medication consent form has been completed.

All accidents and incidents will be recorded and shared with parents/carers upon collection.

Parents/carers will be contacted immediately in the event of a serious injury or significant bump to the head.

For short-term prescribed medication, a separate medication permission form must be completed through the school office.

Collection of Children

Children may only be collected by:

- A parent/carer; or
- An authorised emergency contact listed on the school's data management system.

Any unfamiliar adult collecting a child may be asked to provide the collection password supplied during registration. Parents/carers may also be contacted for verification.

The person collecting must be aged **16 years or over**.

If another family member or friend is collecting your child, please notify staff in advance.

Children will be collected from the school office entrance, across the playground and by the canteen glass doors. Staff will bring children and their belongings to the collection point.

Complaints Procedure

Any concerns or complaints should be raised in accordance with the Parkroyal Community School Complaints Procedure, which is available on the school website.

Holiday Club

Holiday Club bookings must be made through School Gateway no later than **two weeks before the final day of term**.

Late bookings will be dependent on availability and must be approved by the Manager.

Registration and Terms & Conditions

Before attending Breakfast Club, After School Club, or Holiday Club, parents/carers must complete the Funfactor Registration Google Form.

This form includes:

- Terms and Conditions
- Permissions and consent information
- Collection password details

The registration form can be found on the school website or requested by emailing:

- c.macdonald@parkroyalcs.org
 - admin@parkroyalcs.org
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Collection from Classrooms

All children booked into Funfactor and listed on the daily register will be collected directly from their classroom at the end of the school day by a member of the Funfactor team.

Children are then escorted safely to the canteen where Funfactor operates.

Meals and Snacks

Children are offered a choice of two snack-style tea options each day, including both hot and cold choices.

Meals are served at approximately **4:00pm**, and children select their preferred option upon arrival. Pre-ordering is not required.

A sample three-week menu is available on the school website. Please note that this menu is provided as an example of the types of food offered and may vary. Menu

choices are regularly adjusted to complement the school's lunch menu and avoid duplication.

Play and Activities

Funfactor offers a wide range of stimulating indoor and outdoor activities.

We believe that play is fundamental to children's development and that adults play an important role in supporting and extending opportunities for learning through play.

Indoor Activities

Examples include:

- Arts and crafts
- Construction toys
- Board games
- Creative activities
- Reading areas
- Quiet social spaces

At times, children may enjoy films through **Into Film**, a streaming service designed specifically for schools. Films are generally shown during poor weather conditions or during the winter months when outdoor play is limited. All films shown are certified **U**.

Outdoor Activities

Children have daily access to outdoor play and may choose whether to play indoors or outdoors.

Outdoor equipment may include:

- Balls
 - Skipping ropes
 - Hoops
 - Chalks
 - Playground games
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SEND Provision

Funfactor is committed to meeting the individual needs of all children attending our wraparound care provision.

If your child currently receives additional support either within school or in their nursery/pre-school setting, please contact Charlotte Macdonald to arrange a transition meeting with our SENDCo.

This meeting will help us gain a clear understanding of your child's needs and what support they require. This is to ensure if our wrap around care can support the needs of your child.

We look forward to welcoming your child to Funfactor.