

# RED HILL C of E PRIMARY SCHOOL

Midhurst Close, Worcester WR5 2HX

Telephone: 01905 352524

Email: [office@redhill.worcs.sch.uk](mailto:office@redhill.worcs.sch.uk)

Website: <http://www.redhillprimaryschool.co.uk/>

Headteacher: Jolanda Simmonds

Deputy Headteacher: Sarah Price

School Business Manager: Daniel Sparkes



## Before and After School club: RAP

At Red Hill, we offer a Before and After School Club, known as RAP Club. Our sessions run Monday – Friday before school (7:40 – 8:40am) and after school Monday –Thursday (15:25 – 16:25/17:25) RAP Club is staffed by the school's teaching assistant team, so children are already familiar with their faces. Mrs Gardner and her team run after school club and Mrs McCorrie and her team look after Breakfast Club.

You are able to drop off your child /children from 7:40 for the morning session. You may use the school car park until 8:20, but please take care as staff and other RAP Club users will also be using this. Children will enter the school through the Rap Club door, near the main entrance of the school. Staff will be on hand to welcome you. Please register your child at the entrance.

If you use the after-school facility, the car park may be used after 4pm to allow children and parents to clear the area at the end of the day. Again, please be mindful of other users. Children will be collected from the same door. Children will not be allowed to leave until a parent / guardian collects them.

The cost of breakfast club will be £5.00 per session and breakfast will be available daily to include cereals, toast and fruit. After school club between Monday and Thursday will have 2 timing options available – a 1 hour session costing £5.00 with no snack provided and a 2 hour session costing £9.00 where a hot meal and light dessert will be provided. If your child is attending the 1 hour session and you wish to send in your own snack, this of course is permitted. We are a nut free school, so please no nuts or nut containing products. Please complete the relevant form to inform us of any food allergies, as well as medical records, so that staff can make the necessary arrangements.

Children in Years 1 through to 6 make their own way to RAP Club at the end of the day, whereas children in Reception will be accompanied by an adult and led to the room. Please ensure your child is aware when they are attending RAP Club, so that they know when they should make their own way to the room. The afternoon session finishes at 17:25pm promptly. If you know that you will be late in collecting, please call the school directly on 01905 352524 and select the option for RAP. (Please note these lines are only manned during RAP opening times.) Late collections for all sessions will be charged at £30.00 per session.

If you wish your child to attend an after school club, and then attend RAP for the final hour, you need to book a 2 hour RAP slot and not a 1 hour RAP slot.

Bookings for RAP are to be made via the **clubs** module of ParentPay. This is a booking system and stipulates to Parents / Carers how many sessions are available to book. We hope that this visual balance of places will reassure you not to panic buy sessions if there are plenty available. You will be asked to make payment at the time of booking within ParentPay. There will be no option to book sessions and pay later; payment must be made at the time of booking. If you would like to pay via a childcare payment scheme please email [rap@redhill.worcs.sch.uk](mailto:rap@redhill.worcs.sch.uk) and we will look into your request. Once on ParentPay the club module can be found by clicking the three lines on the top left hand side, then click onto your child's name and into the Clubs booking system.



*Friendship Love Respect Responsibility Perseverance Hope*

*At Red Hill C of E Primary School, we look to Jesus as our example in our aspirations for Excellence and Enjoyment in all that we do. We believe that Everyone is unique and Everything is celebrated.*

*God created you to be amazing (Ephesians 2:10)*



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If you pay via any chosen childcare schemes you will have the option to book sessions and check out with a pay later option. We must ask you, as with the pay now scheme, once you have booked these sessions that you log onto your chosen childcare provider scheme straight away and make the relevant payment. Please then send an email to [rap@redhill.worcs.sch.uk](mailto:rap@redhill.worcs.sch.uk) advising that a payment has been made. If you pay via the government tax free childcare scheme, every time a payment is made to RAP an email should then also follow with your tax-free childcare number, amount paid and date payment was made. It is vital that we receive this information so that we can allocate your payment onto your account. If we need to chase payments from you this may result in your childcare account being frozen and you will be asked to use to pay now option.

The cut off for bookings is 12 noon the day before. This cut off allows for full flexibility on your part. You do not need to commit to a weekly 2 hour session on a Monday for 1 hour for example, you may just need this one week and then again in 3 weeks time. However, there will be people who require regular slots and you can book these accordingly. If you do cancel any session within the correct time frame, that has been paid for a credit will remain on your account to use at a later date. If a cancellation is made after this time you will not receive a refund for that session.

You can book a half term in advance if you are able to pay for all your sessions in one go, alternatively, you may wish to book sessions weekly, fortnightly or monthly to fit in with your own financial planning. (The balance remaining of sessions will give you confidence if you have not booked that there are sessions still available – although these cannot be guaranteed and are allocated on a first come first served basis, it should give you an idea of availability and therefore confidence on when to book).

The Governing Body recently approved a change to our RAP charging structure in relation to those families who have sent children to RAP but without a booking being in place on ParentPay. For any child that turns up to RAP without a prior booking; a fee of twice the session cost will be incurred. (EG if the original price would have been £9.00 then the charge for the session will be £18.00). We have a number of children turning up to RAP without a booking which is not acceptable. We have a finite number of places available to comply with insurance and staff to children's ratios. If there are no slots on Parent Pay available to book, this means the session is full. Similarly, if one child has a booking and a sibling does not, this means that only one child has a place. It is important for you to decide if you require just one child to attend or because there is no room for both children, if neither should attend? Sending a second child without a booking is not acceptable. It is this type of scenario that will incur the additional administration fee of double the standard fee as there is a lot of additional work associated with processing this.

Many thanks for your understanding and support with this. Please use the information ParentPay is giving you. Do contact the school using [rap@redhill.worcs.sch.uk](mailto:rap@redhill.worcs.sch.uk) if you have any questions of issues regarding this, or, moving forward, that may arise can support you with to prevent any unnecessary costs being incurred.

Yours sincerely

Mr D Sparkes, Business Manager



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