



Ninjas Early Morning and After Academy Club Policy and Procedure.

Ninjas Early Morning Club:

Ninjas Early Morning Club will open at 7.15 am and finish at 8.15 am. At 8.15am, when the academy gates are opened for pupils to access the academy site, your child will be dismissed from Ninjas to their class teacher. The club will be based primarily in the Ninjas Hub.

Mrs. Cheadle manages the Ninjas Early Morning Club and is supported by other learning support staff. Should you require space, we kindly ask you to book using our online booking system on ParentPay under the service Clubs-New Ninjas Breakfast Club.

Please book and pay in advance by 11:59pm the night before your child requires Ninjas before or after school. This is the latest time we can reasonably accommodate to ensure staffing is in place that meets our safeguarding and ratio requirements. These places are on first come, first-served basis.

Your child will not be able to attend if payment has not been made. All sessions booked are charged for, even if your child does not attend due to illness, leave of absence, or a session no longer being required. This is because Ninjas reserve a place for your child with appropriate staffing in advance.

Emergency Ninja Places

We understand that unexpected situations can arise and that families may sometimes require last-minute places at Ninjas. Where possible, we will accommodate these requests, but this is subject to availability because we need to ensure all safeguarding and ratio requirements are met.

Payment for emergency bookings must be made by the next working day. We cannot allow fees to accrue, and new places will not be allocated where there are outstanding payments.

If you find yourself needing an emergency place, please contact the academy office as soon as possible.

Enrolment

If you are using Ninjas for the first time, we kindly request that you complete an enrolment form. This can be requested on paper from the academy office and returned before pupils attend their first session.

Fees

- 7.15am – 8.15am with breakfast: £5.00

- 7.15am – 8.15am with breakfast (CELT staff): £2.50

Total cost for a whole or part session:

- £5.00 per morning session

- £2.50 per morning session (CELT staff)

CELT staff, irrespective of the school they work at or grade of pay, will receive a 50% discount on wraparound fees. Children of staff working at the wraparound provision can attend free of charge, but only during the sessions while their parent is working.

Breakfast includes a drink of water, toast, and fruit. All children will be supervised by learning support staff.

Activities Provided

Children will have access to a range of activities, including:

- Reading
- Extra curriculum support (Maths and English)
- Art and design technology
- PSHE (games and social interaction)
- Indoor and outdoor Physical Education
- Child-initiated play based on their interests

Drop Off

When dropping your child off, please go to Edge Hall side door in the corner of the academy car park where you will be met by a member of the Ninjas team.

Payment of Fees

Our online booking system requires payment at the time of booking (unless your account is already in credit). Bookings will only be accepted by ParentPay if your account is in credit to cover the required sessions.

Ninjas reserve the right to review fees at their discretion. In the event of any change in fees, a minimum of one month's notice will be given in writing.

If you have any issues concerning payment of fees, please make an appointment to discuss this with the Headteacher.

Ninjas are open Monday to Friday, term time only. We are neither registered nor insured outside these times. Parents/carers must not drop off children before 7.15am.

Childcare Vouchers

We are happy to accept childcare vouchers. For more information, please contact Mrs. Cheadle.

Cancellation

Bookings and cancellations can be made on ParentPay up to 11:59pm the night before the session is required.

Sessions cancelled after this time will still be charged.

If children fall ill whilst at Ninjas, parents will be contacted so that arrangements can be made to collect them. If parents are unavailable, other authorised contacts will be called.

Ninjas After Academy Club

Ninjas After Academy Club opens at 3:00pm and closes at 6.00pm. It is based primarily in the Ninjas Hub. Mrs Spencer and Mrs Cheadle manage the provision and are supported by other learning support staff.

Spaces must be booked in advance via ParentPay under Clubs – Afternoon Ninjas Childcare. Bookings and cancellations can only be made on ParentPay up to 11:59pm the night before the session is required.

All sessions booked, and not cancelled by 11:59pm the previous evening, are charged for, even if your child does not attend.

Emergency bookings-subject to availability- may be requested via the academy office. Spaces can be reserved on an hourly basis, but shorter attendance (e.g. 15 minutes) is still charged for the hour.

Enrolment

If you are using Ninjas for the first time, please complete an enrolment form from the academy office and return it before attendance.

Fees

- 3:00pm – 4:00pm: £5.00 per hour (£2.50 for CELT staff)
- 4:00pm – 5:00pm: £5.00 per hour (£2.50 for CELT staff)
- 5:00pm – 6:00pm: £5.00 per hour (£2.50 for CELT staff)

Examples:

- £10.00 for 2 hours (£5.00 for CELT staff)
- £15.00 for 3 hours (£7.50 for CELT staff)

These charges are inclusive of snack. CELT staff will receive a 50% discount on wraparound fees. Children of staff working at the provision can attend free of charge during their working hours.

Activities Provided

Children will have access to a range of activities, including:

- Reading
- Extra curriculum support (Maths and English)
- IT (including MyMaths)
- Art and design technology
- PSHE (games and social interaction)
- Indoor and outdoor Physical Education
- Child-initiated play

Collection

When collecting your child, please go to the main academy reception and use the black telephone or walkie talkie to contact the Ninjas team. A member of staff will bring your child to you. Children will only be dismissed to parents/carers unless prior notification and an agreed password are provided.

If you are going to be late, please arrange for someone else to collect your child and call the academy office on 01637 874543 (before 4.00pm) or 01637 874543 Extension 4209 or 4210 (after 4.00pm).

Payment of Fees:

Payment must be made at the time of booking through ParentPay.

Opening Times

Ninjas After Academy Club runs Monday to Friday, term time only. Children must be collected promptly by 6.00pm. On the last day of each term, the club will not be open after the end of the academy day.

Cancellation

Sessions can be cancelled until 11:59 the night before the session is required. Illness must be reported to the academy office (01637 874543).

Late Collection Procedure

Penalty charges may be added to late pickups (£5 per 15 minutes).

- After 6pm, if you are more than 15 minutes late: staff will contact parents/carers, leave messages, and try other authorised contacts. Parents will be reminded of the need to notify staff of delays. IF you know you are going to be delayed, please notify the Ninjas team on 01637 874543 Ext. 4209 or 4210 as soon as possible.
- Over 30 minutes late with no notification and if parents/carers cannot be contacted, the local Social Care team will be contacted for advice.

Notice of Termination

Ninjas reserve the right to terminate a child's place with immediate effect if:

- The child does not consistently follow the academy behaviour policy
- A serious breach of terms and conditions occurs
- The Headteacher determines termination is in the best interests of Ninjas and/or the welfare of the other children or staff.

Policies and Safeguarding

As Ninjas are an extension of the academy day, all academy policies apply. Safeguarding procedures require prior notification and a password if someone other than the parent/carer collects a child.

Dress and Belongings

Please label all clothes, shoes, and bottles. Ninjas do not accept responsibility for lost property. Please ensure your child is dressed appropriately for the season.

Health and Safety

Children who are unwell should not attend. Children must remain away for 48 hours after sickness or diarrhoea. Parents must inform Ninjas of any contagious illnesses.

In an emergency, children will be taken to the nearest hospital by a senior staff member acting in loco parentis until parents arrive. Medication can only be given if prescribed and with written parental permission.

Publicity

Children may be photographed during activities for display or parent evenings. Please inform Ninjas in writing if you do not wish your child to be photographed.

Donations

We welcome donations of good quality board games, toys, or resources (no missing pieces). Please contact the academy office if you wish to donate.

Reviewed August 2026

To be reviewed July 2027.