



Newquay Junior Academy, Edgcumbe Avenue, Newquay, Cornwall, TR7 2NL.

Email: [njasecretary@nja.celtrust.org](mailto:njasecretary@nja.celtrust.org)

Telephone Number: 01637 874543 After 4.00pm: 01637 874543 Extension 4209

## **Ninjas early morning and after academy club policy and procedure**

### **Ninjas early morning club**

Ninjas early morning club will open at 7.45am and finish at 8.25am. At 8.25am, when the academy gates are opened for pupils to access the academy site, your child will be dismissed 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 a 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 Thursday of the preceding week to enable our staffing to be put in place. 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 Ninja's reserve a place for your child with appropriate staffing, in advance).

### **Enrolment**

If you are using Ninja's 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**

7.45am – 8.25am with breakfast: £3.75

7.45am – 8.25am with breakfast: £1.88 (CELT staff)

Total cost for whole or part session: £3.75 per morning session

Total cost for whole or part session: £1.88 (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. However, this is only applicable for sessions whilst they are working.

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

There will be a range of activities for your child to engage in whilst at Ninjas early morning club.

These activities will include:

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

### **Dropping your child off at Ninjas early morning club**

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). Booking will only be accepted by the ParentPay system if your account is in credit to cover the required sessions.

Ninjas reserve the right to review the fees at their discretion. However, in the event of any change in fees a minimum of one month's notice will be given in writing. If at any time you have any issues concerning payment of fees, please make an appointment to discuss this with the Headteacher.

Ninjas is open Monday to Friday, term time only as per the information above. We are neither registered nor insured outside these times. Therefore, parents/carers must not drop off their child before 7.45am.

### **Childcare vouchers**

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

### **Cancellation**

Unfortunately, once Ninjas is booked, it cannot be cancelled on the day as staff have been confirmed. You can go online via ParentPay and book or cancel up until Thursday of the preceding week. If children are unable to attend Ninjas due to illness, please could you telephone the academy office 01637 874543 to inform Mrs Cheadle as soon as possible.

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

### **Ninjas after academy club**

Ninjas after academy club opens at 2.55pm and closes at 6.00pm. It is based primarily in the Ninjas hub. Mrs Spencer and Mrs Cheadle manage Ninjas after academy club and are supported by other learning support staff.

Should you require a space, we kindly ask you to book using our online booking system on ParentPay under the service 'Clubs' – 'Afternoon Ninjas Childcare.' Please book and pay in advance by Thursday of the preceding week to enable our staffing to be put in place. 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's have to reserve a place for your child with appropriate staffing, in advance).

Alternatively, should you require an emergency booking on the day or have changing working patterns which means you are unable to book in advance, you may contact the academy office. Spaces can be reserved on an hourly basis, but should you only require, for example, 15 minutes of a session we will still charge for the hour.

### **Enrolment**

If you are using Ninja's for the first time, we kindly request that you complete an enrolment form from the office. Please return the completed form to the academy office.

### **Fees**

2.55pm – 4.00pm	£5.00 per hour	
2:55pm – 4:00pm	£2.50 per hour (CELT staff)	
4.00pm – 5.00pm	£5.00 per hour	(£10.00 for 2 hours)
4.00pm – 5.00pm	£2.50 per hour (CELT staff)	(£ 5.00 for 2 hours)
5.00pm – 6.00pm	£5.00 per hour	(£15.00 for 3 hours)
5.00pm – 6:00pm	£2.50 per hour (CELT staff)	(£ 7.50 for 3 hours)

These charges are inclusive of snack.

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. However, this is only applicable for sessions whilst they are working.

All children will be supervised by learning support staff.

If your child is attending Ninjas after academy club from 2.55pm, a member of staff will take your child from the class line to the Ninjas line where they will be accompanied to the Ninjas hub and a register will be taken. We understand that your child may be attending another of the after-academy clubs, i.e. choir, football etc. and that the finishing times of these clubs is 4.00pm. Should you wish for your child to attend the after-academy club from 4.00pm then we will only charge you from 4.00pm onwards. Please select the appropriate time (4 to 5pm or 4 to 6pm) when making your booking on ParentPay. The teacher organising the after-academy club will release your child to the Ninjas hub where another register will be taken.

There will be a range of activities for your child to engage in whilst at Ninjas. These activities will include:

- Completing homework
- Reading
- Extra curriculum support (Maths and English)
- ICT including My Maths
- Art and design technology
- PSHE (playing games, social interaction)
- Indoor and outdoor Physical Education
- Child initiated play based on their interests, both indoors and outdoors
- Cinema sessions

### **Childcare vouchers**

We are happy to accept childcare vouchers. For more information, please contact the academy office. Please note for any childcare voucher schemes, you will need to make the bookings via ParentPay with the full payment, and then any vouchers will be applied retrospectively once the funds have been transferred from the CELT finance team.

### **Collecting your child from Ninjas after academy club**

When collecting your child please go to the main academy reception and use the black telephone to contact a member of the Ninjas team. One of the learning support staff will bring your child to you in the main academy reception. Our learning support staff will only dismiss children to their parent or carer. If you would like someone other than a parent or carer to collect your child, then please notify Mrs Spencer or Mrs Cheadle via the academy office. If you know you are going to be late, please arrange for someone else to collect your child and call the academy office on 01637 874543 up to 4.00pm and **01637 874543 Extension 4209**, after 4.00pm to inform us.

### **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 the ParentPay system if your account is in credit to cover the required sessions.

Ninjas reserve the right to review the fees at their discretion. However, in the event of any change in fees a minimum of one month's notice will be given in writing. If at any time you have any issues concerning payment of fees, please make an appointment to discuss this with the Headteacher.

## **Opening times**

Ninjas after academy club is open Monday to Friday, term time only as per the information above. On the last day of each term Ninjas will not be open after the end of the academy day.

We are neither registered nor insured outside these times. Therefore, parents/carers must collect their child/children promptly by 6pm. Please let us know in advance of any academy trips and events which would affect your child's collection so we can receive and dismiss pupils safely.

## **Cancellation**

Unfortunately, once Ninjas is booked, it cannot be cancelled on the day as staff have been confirmed. You can go online via ParentPay and book or cancel up until Thursday of the preceding week. If children are unable to attend Ninjas due to illness, please could you telephone the academy office 01637 874543 to inform Mrs Cheadle as soon as possible.

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

## **Uncollected children at 6pm**

If it is after 6:00pm the procedure that follows will come into force. If a child is not collected, and the parent or carer has *not* notified us that they will be delayed, we will follow the procedure set out below. Please note that penalty charges may be added to late pick ups (charged at £5 per 15 minutes).

### **Over 15 minutes late**

If a parent or carer is more than 15 minutes late in collecting their child, NJA Staff will contact them using the contact details on file. If there is no response from the parent or carer, messages will be left requesting that they contact ninjas immediately. NJA Staff will then try to call the contact listed on the child's registration form. When the parent or carer arrives, they will be reminded that they must call the after-academy club to notify us if they are delayed.

### **Over 30 minutes late**

If NJA Staff have been unable to contact the child's parents or carers after 30 minutes, they will contact the local Social Care team for advice.

The child will remain in the care of two of the Ninjas staff, on the academy premises, if possible, until collected by the parent or carer, or until placed in the care of the Social Care team.

If it is not possible for the child to remain on the academy premises, a note will be left on the main academy entrance door informing the child's parent or carer where the child has been taken (into the care of a safeguarding agency) and leaving a contact number. A further message will be left on the parent or carer's telephone explaining events.

## **Emergency contact details**

It is the responsibility of parents to keep us informed of any changes in contact numbers.

## **Notice of termination**

Once Ninjas is booked, sessions can only be cancelled up until Thursday of the preceding week. Ninjas reserves the right to terminate a child's place with immediate effect, if a child does not consistently follow the Newquay Junior Academy behaviour policy, if a serious breach of these terms and conditions occurs or if the termination of a place is considered by the Headteacher, in their absolute discretion, to be in the best interests of Ninjas and/or the continuing welfare of the other children at Ninjas.

## **Policies**

As the after-academy club is an extension of the academy day all academy policies will be followed. If you would like a copy of any academy policy, please visit our website [www.newquayjunior.net](http://www.newquayjunior.net)

## **Security**

In line with the academy's safeguarding policy if your child is going to be collected by someone other than yourself, NJA Staff will require prior notification and an agreed password.

## **Dress**

Children's belongings – Please label your child's clothes, shoes, and bottles etc. using a permanent marker or labels to help avoid items going missing or being misplaced.

Ninjas do not accept any responsibility for the loss of property in the after-academy club. Please provide any sun cream as required. Please ensure your child is appropriately dressed for the time of year i.e. coat, hat.

### **Health, safety, and sickness**

Children who are unwell should not attend Ninjas. Children who have suffered from sickness or diarrhoea will not be admitted back to Ninjas within 48 hours after the last episode. Parents must inform Ninjas immediately if their child is suffering from any contagious disease. For the benefit of the other children in Ninjas, we cannot allow children to attend Ninjas if they are suffering from a contagious disease, which could easily be passed onto another child during normal daily activities.

In the event of an emergency the child will be taken to the nearest hospital, accompanied by a senior member of staff who will act in 'loco parentis' until such a time as the parents arrive. Medication is only given when prescribed by an appropriate person and with parental permission. Full written details must be provided and the medication clearly marked with the child's name and dosage instructions.

### **Publicity**

Occasionally we photograph the children taking part in their activities. These are sometimes shown at parent's evenings and photographs are kept as evidence of work and sometimes displayed on walls. If you do not wish your child to be photographed, please inform Ninjas in writing.

### **Unwanted games**

Do you have any unwanted board games, toys, resources etc. that are in excellent condition (no pieces missing) that you would like to donate to Ninjas? If so, please contact the academy office. Thank you.

**June 2025**