Robert Sandilands Primary School and Nursery

Digby Road, Speen, Newbury, Berkshire, RG14 1TS.

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Pegasus@sandilands.w-berks.sch.uk

"Committed to developing the unique qualities of each child"

Pegasus – Parent and Carer Guide

September 2026

Who are we?
The Pegasus Club provides a fun and safe place to play, learn and develop before and after school at Robert Sandilands Primary School.

Chair of Governors: Ian Nichol
Headteacher: Libby Bucknell
School Business Manager: Laura Smallwood
Pegasus Finance Officer: Katie Mayo

Club Manager: Ali Ward
Playworker: Rachel Hawkins
Playworker: Jo Major
Playworker: Emma Rouse

Where are we?
The club is a school run before and after school provision, located at Robert Sandilands. It takes place in a classroom, accessible via the school main gate located on Digby Road. The classroom can be found to the left of the Staff/Visitor car park near the bike store and canopy.

When is it open?
The club is open during term time only, excluding inset days (and the last day of term if we finish at lunchtime) as detailed in our academic calendar, which can be found on our school website.

How do I book sessions for my child?
If your child has not attended Pegasus recently, please contact the school office before booking a place. If your child attends Pegasus frequently, you can book sessions via the My Child At School (MCAS) app. Short notice bookings (less than 24 hours' notice) must be made via the school office and are charged a late booking fee of £1.

Parents and carers should be aware that sessions booked but not attended will still be charged. This includes non-attendance due to illness, school trips and holidays taken during term time. If you wish to cancel your booking we require that you let us know at least 72hrs before the booked session.

How do I drop off and collect my child?
Drop off and collection for the pupils is via the metal pedestrian gate and side door. Please ring the bell on the gate and wait. The bell rings on an internal buzzer that the staff hold; they will come to the gate to welcome your child via the side entrance, ensuring both the gate and the door is shut and locked for everyone's safety. On collection, please ring the same bell and stand by the gate, or under the bike canopy in poor weather. The team will look to see who has buzzed, collect your child and bring them to you, with their belongings, as quickly as possible. If you let the Pegasus Club Manager know roughly what time you will pick up your child, the team will try to ensure your child is ready for collection. This routine is really important for safeguarding all children and staff.

Please do not park in our Staff/Visitor car park for drop off and/or collection. It can be a busy environment as staff need access to it at all times and we have to ensure the safety of all pedestrians.

What will my child be doing?
At the Pegasus Club the children are offered a variety of indoor and outdoor activities including arts & craft, baking, organised games/activities, reading, homework support and the use of our trim trail, Forest School, MUGA and outside toys/trikes etc.

Will my child be offered food?
The club is committed to providing healthy, nutritious and tasty food during sessions, in accordance with Schools Food Standards Practice. Information on any allergies or dietary needs is available to Pegasus club staff, but please let the Pegasus Club Manager know if you have any concerns, particularly if your child attends less frequently.

Breakfast Club – a selection of wholegrain cereals and toast with spreads, as well as milk and fruit juices.

Afterschool Club – a light afterschool snack, such as fruit or savoury snack with milk or squash. Followed by a 3 week rolling hot menu which will be updated termly, this will be available for parents and carers to view. The hot meal will be served at 4:30pm, prepared and cooked by our Pegasus team. E.g. hot dogs, fajitas, curry, lasagne, pasta, make your own pizza etc.

What does it cost?

Available Sessions	**Pre Booked First Child**	**Pre Booked Per Siblings** **10% discount*	**Book on the day per Child** *Book via school office*
Breakfast Club **7:45am to 8:50am**	£6.20	£5.60	£6.70
Afterschool Club **3:20pm to 6:00pm**	£12.40	£11.20	£13.40
Breakfast Club for the whole week **10% discount*	£27.90	£25.20	N/A
Afterschool Club for the whole week **10% discount*	£55.80	£50.40	N/A

**discounts are applied by the school office after parents have booked the place on MCAS. Only 1 discount can be used.*

When and how do I pay?
Types of payment available are Credit/Debit card, Childcare Vouchers or Tax Free Childcare. When paying by childcare Vouchers or Tax Free Childcare, **please use your child's full name as the payment reference**.

All bookings must be paid for in advance. If a pupil attends a session that has not been paid for, we reserve the right to cancel any future bookings until the debt has been paid in full.

Child Care Vouchers:
Please notify us of any child care providers not listed on the booking website.

Who can use Pegasus Club?
The club is open to all pupils of Robert Sandilands of Reception class through to Year 6. Children in Nursery may also use Pegasus after their 4th birthday, if they are out of nappies.

What are the rules?
Please refer to Robert Sandilands Behaviour Policy, available on our school website. There are also Pegasus Play Codes for meal times and general play to foster a friendly and safe environment. These are displayed in the setting and gone through with the children.

Complaints
We welcome feedback from parents on all matters concerning the children's welfare and enjoyment of the clubs. Ali Ward, the club's manager will be available and willing to discuss with you any queries, questions or problems to remedy the situation or escalate where necessary to the schools Headteacher or School Business Manager.

What happens if my child is ill?
If your child becomes ill during the session, the child's Parent or Carer will be contacted and advised of the need for the child to be collected. If the Parent or Carer cannot be contacted, the named emergency contacts from the child's records will be telephoned.
If no one can be reached, the child's condition will be assessed. If the condition is serious, medical assistance will be sought. Ali Ward, the clubs manager, is First Aid qualified.

In the meantime, the child will be nursed and comforted in a quiet area by a qualified first aider until a parent/carer or if necessary medical assistance arrives.

Please refer to Robert Sandilands Supporting children with Medical Conditions at School Policy, available on our school website.

Medical
If your child has an Epipen or inhaler in school, they will be taken with the children to Pegasus and returned to the child's class after Pegasus has closed.

The school has spare Epipens and inhalers in the School Office for any emergencies which Pegasus can access.

What if I am late?
All parents and carers are asked to provide details of an emergency contact. If you are unable to collect your child by 6:00pm you must:

- Arrange for their collection by a friend or family member by 6:00pm
- Inform Pegasus Club Leader of this new arrangement
- Use a password if an arrangement has been made to collect a child by a person not known to the club staff

Please telephone if you are delayed from collecting children by 6:00pm. In the event of a child not being collected, we will contact the child's named contacts and two members of staff will remain on site until collection. **The management of the club reserves the right to charge Parents and Carers for the late collection of children.**
5 minutes late = £5, 10 minutes late = £10, 15 minutes = £15 and so on.
This is to offset the additional staffing fees which will be incurred in the event of a delayed school closure.

Waiting List
If there are more children than spaces in the club (30 per club) there will be a waiting list for spaces. We will arrange our waiting list with sibling priority, followed by date of enquiry. Once registered, you will remain on the waiting list until a space is available, if you do not take up the offer of a space within a month, the space will be allocated to the next child on the waiting list.

Occasional Bookings
We will endeavour to keep some spaces available for emergency occasional use. Please note that we cannot guarantee spaces but will endeavour to support on a first come first served bases.

The Pegasus Club is registered and inspected by Ofsted and therefore, meets the National Standards for Out-of-School Care. Our Ofsted reference number is 109861.

Terms & Conditions

1. All bookings must be made via the My Child At School app or the school office.
2. All bookings are subject to availability.
3. The person making the bookings accepts the booking conditions on behalf of the account holder.
4. All bookings must be paid for in advance. 72 hours cancellation notice must be made or full payment will be required.
5. It is the account holder's responsibility to cancel sessions.
6. Any booked sessions which are not attended are still charged.
7. Although a wide variety of activities will be on offer, including the opportunity for children to do their homework, we will not make a child participate in any activity they do not wish to. We can encourage them to take part – however we will not make any activity compulsory. The emphasis will be on free choice and enjoyment.
8. Persistent late collection or late/non-payment of fees will result in the loss of your child's Club place. If there is no resolution of unpaid fees the matter will be referred to West Berkshire Council legal department for the collection of debt, you may incur further charges.
9. All children must be collected from Pegasus Club by 6.00pm. Failure to do so will result in a charge of £5 per 5 minutes, to cover the costs of the two staff who are legally required to stay.
10. If a child remains on site after 6.30pm, after doing everything possible to contact parents and emergency contacts, Pegasus Club staff will be legally required to contact Social Care.
11. Pegasus Club staff cannot be held responsible for any lost or stolen items.
12. Pegasus Club staff will inform the Parent or Carer of any incidents involving their child.
13. An authorised person must sign their child out of Pegasus Club to enable accurate registration.
14. Adults other than Parents or Carers who infrequently collect your child should be over 16 years of age and have photographic ID to prove their identity and have the appropriate password.
15. When a child is ill or absent from school, the parent must also notify Pegasus Club staff, by phoning 01635 40318. In order to meet our duty of care, any child that has a place in a session where they do not appear will be presumed missing and Parent or Carer will be contacted. Pegasus Club staff would be grateful if Parent and Carers could help to ensure this is adhered to.

16. Pegasus Club reserves the right to exclude any child from the club (in accordance with Robert Sandilands School Behaviour Policy) whose behaviour is disruptive and prevents them from providing a safe, stimulating and happy environment for other children.
17. If the school and/or Pegasus has to close due to adverse weather conditions out of the schools control, any bookings on said day will still be chargeable.
18. Pegasus Club has a duty of care for the welfare of the child and will share concerns with the Headteacher, Designated Person for Safeguarding and/or SENCo as appropriate.
19. Pegasus Club fees will be reviewed annually.