

FAIRFIELD COMMUNITY PRIMARY SCHOOL
ROCHDALE OLD ROAD
BURY

4th December 2015

Dear Parents/Carers,

Owl Club - Before and After School Care

Due to an increase in demand and issues caused by children being picked up late, a review of the Before and After School Club has been undertaken. From 5th January 2016 the following will be put in to effect:

- After school club will be open until 6pm every night.
- A new rate £9 for after school until 6pm will be introduced.
- Family discounts for up to 5.30pm will remain at £6 for first child, £3 for second and free for subsequent children.
- Family discount for up to 6pm will be £9 for first child, £4.50 for second and free for subsequent children.
- Rates for breakfast club and after school until 4.30pm will remain at £3 and up to 5.30pm at £6.
- Late collection will incur a charge in line with the pricing structure.
- Late pick up after 6pm will incur a £10 fine in addition to the £9 booking fee. This is to cover the cost of staff having to work overtime as club staff finish at 6pm prompt and have to be paid an hourly rate.
- Bookings must be made by the day before at the latest. No on the day bookings will be accepted.
- Any telephone bookings are made on the proviso that you agree to these terms and conditions.
- Payment should be made at the time of booking and must definitely be settled in the week that care was given. Arrears letters are sent home every Friday.
- Failure to pay fees on time will result in the withdrawal of the use of this facility until the arrears have been paid. Persistent non-payment will result in it being removed for the rest of the term.
- Arrears are regularly forwarded on to the Local Authority for them to raise invoices. This may result in debt collection agencies being involved if the invoice is not paid.
- Booking forms must include who your child is going to be collected by. If this changes then the school office must be notified.
- When dropping off or collecting your child we politely ask you to be as quick as possible. When parents stay behind to chat with either staff or other parents this distracts the staff away from supervising the children and unsettles other children. Children

should bring all of their going home materials to the Club so that they do not have to go back to class.

- Regular late pick up after 6pm (3 x in a term) will result in the withdrawal of the use of this facility.
- The maximum 2 hour rule is being withdrawn enabling children to attend from 7.50am to 6pm.
- If you intend to reclaim the cost of before and after school club through Tax Credits then you must inform the school office. We are often requested to provide information to the HMRC to confirm the information you have provided them.
- Refunds will only be issued in the case of absence due to illness.
- Unused sessions cannot be swapped unless the request is received the day before care was to be provided at the latest.
- The 50p (free for FSM) breakfast club that opens at 8.35am will continue and remains unchanged.
- Snacks such as sandwiches, fruit, biscuits and a drink will be provided to children at the beginning of the session. Drinks will be available throughout the session.

Any bookings placed from 5th January will be made with the assumption that you agree to the above terms and conditions.

Yours sincerely,



C. J. Ashley
Headteacher