

BREAKFAST AND AFTERSCHOOL CLUB CONTRACT BOOKING PROCEDURE

Contracts

- Contracts should be completed and returned to the school in advance of the sessions required.
- All contract bookings, once confirmed, are guaranteed, subject to payment and availability.
- Any changes to the contracted sessions require a month's notice.
- Invoices are sent out each term and can be paid for monthly, half termly or once per term.

Contract Cancellation Period

- One month's notice is required to cancel or reduce any contracted sessions. Parents will still continue to pay for one calendar month following the date the notification regardless of when in the month you advise us. Increases in contracted sessions will be subject to availability.

Cancellations

- Refunds are not given for any cancelled sessions regardless of notice given.
- Sessions however may be moved to another additional non contracted session within the month, subject to availability.

Payments

- Parents will be invoiced for the whole term. Invoices should be paid in advance.
- Payment can be made by cash, cheque, direct payment or childcare vouchers. Children's names should be put as the reference to help our administration.
- Payment should reach our account by the beginning of the month / term / half term. Please note payments take at least 3 working days to reach our account.
- Any payments received late will be subject to a £25.00 late payment fee. These fees will be added to your future invoice for payment.
- Any cheques that are returned by the bank will be subject to a £4.00 administration fee.

Additional Bookings

- Any additional sessions required can be booked, subject to availability, with 24 hours notice and charged at the same rate as other contracted sessions.
- Cancellations of these additional sessions can be refunded with 24 hours' notice.

Parents will always be contacted should a child booked into the Afterschool Club not arrive. Therefore please let a member of staff know if your child will not be attending their session.

BREAKFAST AND AFTERSCHOOL CLUB ADHOC BOOKING PROCEDURE

Bookings

- Bookings must be made in advance of the requested session.
- Bookings must be made using the ad-hoc booking form
- If space is unavailable you will be contacted to be advised of this, however we will not contact you to confirm your booking.
- Clubs are often close to capacity if you require a regular booking then a contract booking will ensure your place.

Payment

- Payment can be made by cash, cheque, direct payment or childcare vouchers, children's names should be put as reference to help our administration.
- Payment should be made in advance of the booking, with direct payments or childcare vouchers proof of payment should be included with booking form. Places are not guaranteed until payment is received.
- Any payments not received after the booking commences will be subject to a £10.00 late payment fee. Future bookings will not be accepted until the late payment fee has been received.
- Any cheques that are returned by the bank will be subject to a £4.00 administration fee.

Cancellation

- Sessions cancelled at more than 24 hours' notice can be held for future booking payments. Any sessions cancelled with less than 24 hours' notice will not be refunded.

BREAKFAST CLUB PROCEDURES

Arrival

- Children can arrive anytime from 7.55am. Breakfast club doors close at 8.30am.
- Children arriving after 8.30am should enter through the main school gate and not into Breakfast Club.
- There is no parking on the school site at anytime. Please ensure you park legally around the area of the school and respect our neighbours property.
- All children should be brought to the Breakfast Club entrance, which is accessed via the Pre-School gate in the morning. Please ensure that you sign your child in on the registers as this is our only record should there be a fire. Children are not allowed to arrive at Breakfast unaccompanied, all children must be signed in by an adult.
- Any messages for teachers can be left on our message board along with any paperwork that needs returning.
- Mobile phones should not be used or seen at any time on school premises.

Breakfast

- Children will be served Breakfast until 8.25am.
- Breakfast consists of a variety of healthy cereals, wholemeal toast, and a drink of juice.

- Please advise of any dietary requirements before your child starts.

During the session

- After breakfast children may choose activities from a wide range of board games and arts & crafts equipment.

Start of the school day

- All children will be dismissed onto a supervised playground at 8.45am.
- Pre-School children will remain in the Pre-School at this time as their morning session starts then.

Any questions can be made to either the Supervisor during the session or to the Extended Services Administrator during their working hours.

AFTERSCHOOL CLUB PROCEDURES

Arrival

- Children will be sent from their classrooms to the After School Club.
- A register is taken at the beginning of the session to ensure all children have arrived.
- Staff will check with the class teacher should a child not arrive and will contact the parents by phone if necessary.

Tea

- Tea is served from 4.15pm to 5pm for all children.
- Children can choose from either bread or wraps and can choose from a selection of meats, cheese and vegetables. A selection of fruit is available at all times.
- Please advise of any dietary requirements before your child starts.

During the session

- Children may choose activities from a wide range of board games, ICT, outdoor games, and arts & crafts plus there are a selection of adult led activities.
- Junior children have the opportunity to complete homework within the session.
- Children will also have the opportunity to support the school team in any home sporting fixtures.

Absences

- Please advise a member of staff if your child will not attend a contracted session as parents are contacted if a child does not arrive at Afterschool Club.
- Please call the main school office to advise of non-attendance.

Collection

- All children should be collected any time before 6.00pm. Parents will be charged £5.00 per 5 minutes that they collect their child late to cover the additional cost of staff members staying. To ensure there is no disagreement, you will be asked to sign the collection sheet with the time recorded. This signature will confirm you are aware and will be invoiced.
- Contact during the Afterschool Club times can be made to using the club mobile

- There is no parking on the school site at anytime. Please ensure you park legally around the area of the school.
- All children should be collected from the Main School Office. Please ring the mobile number provided and advise the staff of who you will be collecting and they will be brought to you, please allow a few minutes for this process. Please ensure you sign your child out when collecting.
- Mobile phones should not be seen or used at any time whilst on the school premises.

BEHAVIOUR

- In the event of a pupil behaving in an unacceptable manner the child will be given a warning and the parents will be notified. If this occurs on more than two occasions, on the third occasion, the child will be unable to attend his or her next session.