



14th May 2018

Dear Parent/Carer,

As the school has expanded we have noted a greater number of children attending Breakfast and After School Clubs. Therefore we have needed to make the following changes, as of **4th June 2018 we will only accept children who have paid and pre booked their place at these clubs**, terms and conditions are overleaf.

Pre booking arrangements

We have a maximum number of 30 children for each club, therefore parents need to **book and pay** for their child's place **in advance** at the clubs to guarantee a place. If children have not been pre booked, there is an increasingly large chance that they will be refused entry, as the club is full.

Booking can be completed on the school's pre booking form and payment can be made through a variety of means (outlined overleaf). Forms are available from the Main Office, Breakfast/After School Club and online.

School hours

The school gates open at 8.40am in the mornings and children are supervised from 8.45am in the classroom. Any unsupervised child on the school site, prior to 8.40am will be sent to Breakfast Club, to ensure they are safe and parents will be charged.

At the end of the day, teachers will supervise children up until 3.40pm, ten minutes after school closes. At 3.40pm, any child who has not been collected will be taken to the After School Club and parents will be charged for this provision (no matter how long the child is in there).

Payment

The school is getting in to increasing debt, due to parents not paying their bills for After School / Breakfast Club in a timely manner. Therefore **payment must be made in advance** as above.

I know that both these clubs are invaluable for working parents and am sure parents will understand the above information to ensure the safety of all children.

Yours sincerely,

Sobia Khan

Breakfast and After School Club Manager



BREAKFAST CLUB AND AFTER SCHOOL CLUB TERMS

Breakfast Club

Opening Times & Price:

- 8.00 a.m. - 8.45 a.m. = £1.00 with or without breakfast.
- Breakfast is served up to 8.20 a.m.
- You may drop your child into Breakfast Club any time between 8.00 a.m. and 8.30 a.m.
- An authorised adult must sign the attendee in to the club.

- Breakfast provided: cereal, toast, butter/jam, milk/water/juice/milkshakes.

After School Club

Opening Times & Price:

- 3.40 p.m. – 4.30 p.m. = £2.50
- 4.30 p.m. – 5.30 p.m. = £2.50
- You may collect your child any time between 3.40 p.m. and 5.30 p.m.
- The authorised adult must sign the attendee out from the club.
- After 5.30 p.m. = £5 late fee and you will be required to attend a meeting with the club manager.

- Snack provided: fruit or veg, milk/water/juice.

The below Terms and Conditions relate to Downside Primary Schools' Breakfast Club and After School Club service. As we are reaching the maximum capacity in our clubs we will only be able to admit children who have paid, further details are outlined below.

1. Payment must be made in advance or on the day. Booking Forms are available from the Main Office and at the clubs.

- Online
www.scopay.co.uk If you are new to Scopay please log in using your online access code which you can obtain from the Main Office. We cannot generate the log in again once you have used it.
- Cheque
Payable to 'Downside Primary School'. Please write your child's name, class and which club the payment is for on the back of your cheque to ensure correct allocation of monies.
- Cash
You may post your payment into the letterbox outside the Main Office. Money should be in a sealed envelope and clearly state your child's name, class and which club the payment is for.
Please note: Should you require change from your payment please state this on the envelope.
- Childcare Vouchers
Child Care Vouchers are accepted. If you choose to pay with child care vouchers you must allow enough time for Downside Primary School to be registered with the child care voucher provider. We cannot authorise any payments with child care vouchers until the school is registered with the provider and

payment is collected from the provider. Please note: Registering with child care providers can take up to two weeks depending on the provider.

Parents/carers must keep track of their payments and the total sum required for the booking period. The finance team will issue a receipt once they have received payment. If you have not had a receipt within two school days, please enquire at the Main Office.

2. Where you have paid in advance and your child did not attend we will reverse the charge and the money will remain on your account.
3. If you have not paid in advance or on the day for the session the monies will be outstanding to the school and your child will not be able to take part in any extended school services until this payment has been made.
4. The extended services staff reserve the right to refuse any child entry into club if payment has not been made including late collection charges and any other outstanding fees from other extended school services.
5. The Breakfast Club and After School club will not run on days that the school is closed to pupils. Parents/carers will not be charged for days that the club is closed.
6. The extended service staff reserve the right to exclude any child whose behaviour is disruptive, following the school's behaviour policy.
7. An authorised adult must sign the attendee in to Breakfast Club each morning they attend.
8. The authorised adult must sign the attendee out of the After School Club on each afternoon they attend and should leave without delay.
9. After School Club starts at 3.40pm and finishes at 5.30pm, parents can collect children any time before 5.30pm.

Please note: school finishes at 3.30pm. Children are in the care of the teacher up until 3.40pm after which they will be transferred to the After School Club. Even if they have attended the After School Club for just a few minutes, the charge is still payable.

10. To access the clubs, parents/carers must use the community entrance gate and ring the bell when they arrive at the door.
11. Parents/carers who collect their child after 5.30pm will incur a late collection charge of £5.00 and must pay this charge before their child continues to attend any extended school services.