



# Radipole Primary School

## Extended Schools Provision

Breakfast Club and After School Club

### Aims of Extended Schools Provision

- To support working parents by providing a high quality service which meets the needs of both parents/carers and children;
- To provide a reliable, safe supportive and welcoming environment where children can play, have fun, relax and be with friends;
- To offer the children an opportunity of having a healthy, nutritious breakfast preparing your child for the start of the school day and a healthy snack and drink at the end of the school day.
- To provide good quality childcare for the children of Radipole Primary School aged between 4 and 11 with experienced and enthusiastic staff.
- To provide equal opportunities for play and participation and ensuring children have a safe and enjoyable time.



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#### Terms and Conditions

Please take time to read these Terms and Conditions, as they will help with the smooth running of the club.

#### 1. **Places**

Places should be booked online via School Gateway. You can book a regular place e.g every Monday, or a one-off date. Select the dates that you want, then make sure you make the payment and this will secure the place. Places must be booked at least 7 days in advance. However, bookings for the first week of any new term must be placed by the corresponding day of the last week of the previous half term.

#### 2. **Opening Times**

Breakfast Club is open every week day during term time, excluding Inset Days, from 7.30am – 8.40am (breakfast will be served until 8.15am). Your child can be dropped off at any time between these times. The Breakfast Club is accessed through the door to the right of the main entrance.

After School Club is open every week day during term time, excluding Inset Days, from the end of the school day until 6.00pm. Children should be collected from the door to the right of the main entrance.

#### 3. **Charges**

##### Breakfast Club

£4.00 per session which is £20.00 per week and includes breakfast and activities. There is no reduction for late arrivals/part sessions or discounts for siblings. Payment is required at the time of booking.

##### After-School Club

Each child collected before 4.45pm	£7.00
Each child collected after 4.45pm	£12.00

All parents/carers are requested to make sure their child/ren are collected by 6.00pm.

If a parent/carer is continually late to collect a child/ren their place will be withdrawn.

Late collection after 4.45pm will incur the maximum charge of £12.00 for the session.

Late collection after 6.00pm will incur an additional charge of £5.00 per child per half hour or part thereof.

On the third occasion of a late collection you will be charged £25.00 for any further subsequent occasions.



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Late payment fees should be paid within one week of issue or your child's place will be withdrawn.

There will be no refunds for early collection.

Charges will be reviewed annually.

#### **Childcare Vouchers**

We are registered with several childcare voucher providers. If you would like to pay by childcare vouchers please speak to Julie Rook in the school office.

#### **4. Credit**

We do not offer credit. If you have payment issues, please speak to Diane Wood, School Business Manager or Veronique Singer, Headteacher.

5. Should you no longer require a place you have booked and paid for, you will only be eligible for a credit if you give 7 days' notice to the school.

#### **6. Signing in**

Children must be signed in by their parent/carer at Breakfast Club, each morning on arrival. At the end of the session children will be taken and placed under the supervision of a teacher until the start of the school day.

#### **Signing out**

Children must be signed out from the After School Club by their parent/carer each evening on departure. The school needs to be informed if an adult who is not the child's parent, is collecting their child. Please telephone the school office on 01305 783353 preferably before 3.40pm. After 3.40pm please telephone the afterschool club direct on their mobile 07394 706011. Please make sure you speak to a member of staff and do not leave a message or send a text message. This mobile is only operational between 3.40pm and 6.00pm.

#### **7. Confidentiality**

All information exchanged by any person involved with the club must be kept confidential.

#### **8. Withdrawing a place.**

We reserve the right to withdraw the offer of a place in the following circumstances:

- Unacceptable behaviour resulting in distress or disruption to adults or children at the club.
- Where payments are not made in advance and arrears are accumulating

The success of the club depends on the co-operation and sharing between all those involved. Parents should address any comments they wish to make to the School Business Manager or the Headteacher at the school.



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### 9. **Costs for Registered Pupil Premium children.**

If you are entitled to be registered at the school for Pupil Premium there will be no cost for Breakfast Club.

If you want to find out if you are eligible for Pupil Premium, please ask at the school office for a Pupil Premium explanation letter which gives further details. The letter is also on our website [www.radipole.dorset.sch.uk](http://www.radipole.dorset.sch.uk) under 'Our School ' then select 'Pupil Premium Statement' or please contact Julie Rook in the School Office on 01305 783353.

### 10. **Policies**

The Extended Schools Provision is part of Radipole Primary School and as such will be subject to all the same policies and procedures. You are welcome to ask at the school office if you wish to come and have a look at our policies. Many of the policies can be accessed from our website.

### 11. **General**

It would be really useful if you could provide us with some extra details such as behaviour issues, interests, food preferences etc. This will help us to accommodate their needs where possible.

We welcome any new ideas and suggestions to enhance our extended schools provision as we do appreciate your feedback.

If you have any problems or questions to do with the club, please do come and speak to us.