



North Cotswold Schools Federation MAT

Policy for before and afterschool club at St James and Ebrington Primary School

Status of policy - Statutory

Review Cycle - Annually

Approval Body - Board of Directors

Approval Date - 12th December 2022

Review Date - December 2023

St. James' and Ebrington C of E Primary School Before and After School Care Policy

Breakfast:

Breakfast club is held at the St. James' Site of St. James' and Ebrington Primary School.

Start time:

Breakfast club starts at 7:45am. Children may be dropped from 7:45 – 8:35am. Breakfast will be served up until 8:20am.

Price:

£5.00 for the session. Payment is through parent pay.

Booking:

We require 24 hours' notice for booking into breakfast club. In exceptional circumstances we will endeavour to provide a place dependent on spaces available.

Afterschool:

Afterschool care is held at the St. James' Site of St. James' and Ebrington Primary School.

Session times:

Session 1: 3:15 – 4:15pm

Session 2: 4:15 – 5:00pm

Price:

£5.00 per session. Payment is through parent pay.

Booking:

We require 24 hours' notice for booking into afterschool care, this can be booked for a term in advance or an ad hoc basis. In exceptional circumstances we will endeavour to provide a place dependent on spaces available.

Payment:

Payments are collected through Parent Pay and are added to your child/ren's accounts on a weekly basis. Failure to pay or persistent late payments may result in a suspension of place until payments are settled. If you are having trouble paying and need to organise a payment plan please contact the School Office.

Late fees past 5:00pm will be charged at the rate of £7.00 per additional 15 minutes. This is to cover the additional staffing costs this will incur.

Withdrawal of provision:

St. James' and Ebrington School reserve the right to withdraw the use of this facility in the following circumstances:

- Failure to pay for the use of the provision or persistently late collections;
- Where attendance of a child would be to the detriment to either the child, other children in attendance or staff.

In any of these cases the Head of School will meet with the parents and the child (if appropriate) before such a decision is taken.

