



## The Pochin School - Breakfast & After School club

### Information and Terms and Conditions Autumn Term 2022 onwards

The Breakfast and After School Club will be open each day during term time. Sessions are as detailed below.

The Breakfast and After School Club is subject to the school's existing policies and procedures. All our policies are available to view on the school's website - [www.pochin.bepschools.org](http://www.pochin.bepschools.org)

The After School Club Supervisor manages the day-to-day running of the club and the school office deals with all aspects of administration. You can contact the office on 0116 2692078 or by emailing [office@pochin.bepschools.org](mailto:office@pochin.bepschools.org)

Contact the school office if you would like to change or cancel any sessions. If you are going to be late to collect your child call the office before 3.45 pm or the mobile phone **07957 428525** after 3.45 pm.

#### Booking a Place

You will need to complete a booking form and return to the school office. Places are offered on first come, first served basis.

#### Ad-hoc Bookings

If spaces are available, ad hoc bookings may be made and these are subject to a £1 surcharge. Please contact the office to make an ad-hoc booking. You will be sent an invoice for the booking.

#### Cancelling a Place

One month's notice is required to cancel any sessions.

*Once you have booked a session or regular place they are yours and you are guaranteed those places until such a time as you cancel them. **These sessions are charged regardless of whether the child attends** - they may be off ill, go to play with a friend, be on a school trip, attend tutoring sessions in school or a school-run afterschool club. We require one month's written notice to cancel these bookings by the parent. The **only exceptions** would be, if the place was*

*cancelled within 24 hours of making the booking or if the school had given less than a months' notice of a school trip.*

### **Breakfast Club**

Monday - Friday, 7:30 a.m. - 8.30 a.m. £5.50 per session.

Children will not be permitted in the building before 7:30 a.m. Breakfast will be provided and consists of cereals or toast, pancakes or muffins, on a rotational basis. Breakfast is served until 8.15 am.

### **After School Club**

Monday - Friday, 3.00 - 5:30pm, includes drinks and tea time snack. £11 per session.

Monday - Friday, 3:00 - 4:00pm, £3.50 per session.

Tea time snacks are served after 4:15pm.

We will try to persuade children to eat something, but if they are not hungry we will not force them to eat.

### **Other Charges**

Late collection will be charged at a rate of £6 per child for each 15 minute interval or part thereof.

### **Payment of Fees - Regular Bookings**

Fees are payable monthly in advance via the Government's Tax Free Childcare scheme, Childcare Vouchers or internet banking. Payment will be due on the first day of each month. We cannot provide refunds for holidays or other short-term absences, including school trips.

Our bank details are:

- Account: The Pochin School
- Sort Code: 77 15 18
- Account No: 43442368

### **Voucher providers**

We accept vouchers from any voucher provider, but need to know which one you would like to use so that we can set up an account. Payments via the Government's tax free childcare system are also accepted. More information about childcare vouchers can be found at: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

**Non-Payment of Fees**

In the event of non-payment of fees, the procedures outlined in the school's charging and remissions policy will be adhered to.

**Behaviour**

The Pochin School's behaviour policy applies to the Breakfast and After School Club. The Breakfast and After School Club reserves the right to terminate the places of any children not adhering to the Behaviour Policy.

Updated March 2023