



## **The Pochin School - Breakfast & After School club**

### **Information and Terms and Conditions Spring Term 2024 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 **07871 094155** 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.

#### **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, teacakes 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 teatime snack. £11.00 per session.

Monday - Friday, 3:00 - 4:00pm, includes drink and small snack. £3.50 per session.

Teatime 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 is 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 withdraw the places of any children not adhering to the Behaviour Policy with immediate effect.