



The Pochin School - Breakfast & After School club

Information and Terms and Conditions

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

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

Please email office@pochin.bepschools.org if you would like to change or cancel any sessions.

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 written notice is required to cancel/amend any sessions.

Breakfast Club

Monday - Friday, 7:30 a.m. - 8.30 a.m. £6.50 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, tea-cakes 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. £12 per session.

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 Bradgate Education Trust
- Sort Code: 77 55 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

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.