



## 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](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)

Please email [office@pochin.bepschools.org](mailto: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 it to the school office. Places are offered on a **first-come, first-served basis**.

Bookings can be requested by **phone or email**, but **phone requests should only be made for the upcoming week**. Wherever possible, requests should be made **in writing** to help us manage availability efficiently.

- When bookings are made **by phone**, if the space is available, you will be advised immediately that it has been booked.
- If availability needs to be checked, you will receive an **email confirmation** once the booking has been made.
- When bookings are **requested by email**, the office will check availability. If a space is available, the booking will be made and you will be notified via email.
- Parents then have **up to 24 hours** to advise the school if the space is no longer required.

Due to the high volume of bookings and limited capacity, the office is unable to go back and forth to confirm every request multiple times.

### **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.

If your child is attending a **school trip**, it is your responsibility to inform the school that **wraparound care will not be required** for those dates. The usual terms of **one month's written notice** still apply.

The only exception to this is if the school trip has **less than one month's notice** – in this instance, you are still required to send **written confirmation** that your child will not be attending wraparound care on those dates.

### **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](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.