

Longborough CofE Primary School



Executive Headteacher	Miss Alexandra Symondson
Fun Club Leader	Mrs Fiona Collins-Smith
Breakfast Club Leader	Mrs Charlotte Down

FUN CLUB
Before and After School Care Policy
2021/2022

Breakfast Club 8.00am – 8.45am	<p>Children may be booked in advance on a weekly or termly basis to secure a space. Bookings may also be made on a more casual basis as and when required as long as there is availability within the club. Bookings may be made up until 3:30pm the previous day via:</p> <p>Telephone: 01451 830097 Email: longboroughadmin@ncsf.school</p> <p>Bookings after 3:30pm should be made by emailing the Office.</p> <p>Children may arrive between 8.00am and 8.40am but will be charged the full fee of £2.50 (this includes breakfast).</p> <p>Breakfast will be served up until 8.30am. Therefore children arriving after this time may join the club for activities but will not be able to have a breakfast.</p> <p>At 8.45am the children will then be released into the care of their class teacher.</p>
After School Club 3:20pm – 5:00pm	<p>Children may be booked in advance on a termly basis to secure a space. Bookings may also be made on a more casual basis as and when required as long as there is availability within the club.</p> <p>Children may attend an extra-curricular club running in school and then may attend Fun Club from the time they finish the club. Staff will escort them to Fun Club. A flat fee of £3.00 is then payable for this session.</p> <p>First session: 3:20pm – 4:15pm. This session will cost £3.00 as a minimum charge for any part of and up to the end of the first session. Second session: Thereafter the club will cost £1.00 per every additional 15 minutes or part of.</p> <p>Late collection after 5.00pm will incur £6.00 per every additional 15 minutes or part of. This is to cover the additional staff costs that will incur having to keep staff past their rostered time.</p>

Cancellation Policy	If your child is booked into either breakfast or after school club and will not be attending please let us know as soon as possible and where possible with 24 hours' notice. Charges may still apply.
Invoicing	<p>We use ParentPay to invoice parents for the use of Breakfast and Fun Club and ask that accounts are kept in credit.</p> <p>If you would like to pay by cheque or cash instead please speak to the School Office. Cheques payable to Gloucestershire County Council.</p> <p>The governing body will take action against persistent late payments which may include suspension of your child's place.</p> <p>If any parent is having a problem settling their bill please speak with the Office or Miss Symondson. Club staff will not deal with these issues.</p>
Withdrawal of use of Provision	<p>Fun Club reserve the right to withdraw the use of this facility in the following circumstances:</p> <ul style="list-style-type: none"> • Failure to pay for use of the provision or persistently not complying with booking procedures • Where attendance of a child would be to the detriment to either the child, other club members or staff <p>In any of these cases the Executive Head teacher will meet with the parents and the child (if appropriate) before such a decision is taken.</p>