



North Cotswold Schools Federation MAT

Policy for Longborough Breakfast and After School Club

Status of Policy
Review Cycle
Approval Body
Approval Date
Review Date

Longborough C of E Primary Before and After School Care

Breakfast Club
Monday to Friday
8.00am – 8.45am

Children may be booked in advance on a termly basis to secure a space. Bookings may also be made on a weekly basis or the day before you need the service if there is space available. Bookings may be made up until 2.45pm the previous day via:

Telephone: 01451 830097

Email: longboroughadmin@ncsf.school

Children may arrive between 8.00am and 8.30am but will be charged the full fee of £3.50 (this includes breakfast).

Breakfast will be served up until 8.20am. Therefore, children arriving after this time may join the club for activities but will not be able to have a breakfast.

At 8.45am the children will then be released into the care of their class teacher

Little Pickles breakfast club is 8:00-9:00 (Pricing see LP pricing policy)

After School Club
Monday- Friday
3.20pm – 5.00pm

Children may be booked in advance on a termly basis to secure a space. Bookings may also be made on a weekly basis or the day before you need the service if there is space. Please do also ask on the day as there may well be spaces available in the club but DO NOT just assume there will be. Any child turning up at the club who has not been booked in will not be accepted and parents will be contacted to collect them.

Children may attend an extra-curricular club running in school and then may attend afterschool club from the time they finish the club. Staff will escort them to the afterschool club.

The club will cost

£4.00 3:20-4:15 (session 1)

£3:00 4:15-5:00 (session 2)

Little Pickles timings

3:00-4:00 (session 1)

4:00-5:00 (session 2)

These amounts are charged for all or part of a session.

Late collection after 5.00pm will incur £7.00 per every additional 15 minutes or part of. This is to cover the extra costs that the school will incur on paying staff.

Cancellation Policy	<p>24 hours' notice is required otherwise the full sessional fees will be charged.</p> <p>If school need to cancel the provision parents will not be charged.</p>
Invoicing	<p>Parents will be asked to settle their invoices on a monthly basis via parent pay. The directors board 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 they must speak with Jayne Pryor. Club staff will not deal with these issues.</p>
Withdrawal of use of Provision	<p>NCSF 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>