



EXTENDED SCHOOL

Breakfast Club and After School Club

TERMS AND CONDITIONS

The Terms and Conditions below relate to Blean Primary School Breakfast Club and After School Club extended services. **All Terms and Conditions will be adhered to upon registration of your child Extended Schools.**

- Registration must be completed online via a 'Magicbooking' account before sessions can be allocated. This includes accepting these terms and conditions.
- Parents/Carers must ensure all details on the digital system 'Magicbooking' are accurate and up-to-date.
- Those on a club waiting list will be notified once a place becomes available and must notify Extended School in writing if they no longer wish to remain on the club waiting list.
- To access the clubs, parents/carers must use the side entrance gate at the front of the school through the visitor's car park and ring the intercom green button on arrival. Children will be taken to the gate for handover and dismissal. Extended school staff will register the children on their arrival and departure.
- The Breakfast Club starts from 7.30am (pending Health and Safety and Safeguarding checks). All parents/carers to remain with their child/ren until staff arrive to collect them and escort to main Extended School building. All children must arrive before 8.20am if they wish to have breakfast. No breakfast will be served after this time. Year R and Year 1 children will be escorted to class.
- After School Club commences at 3.25pm and Key Stage 1 children will be collected from class. Snacks will be served to all children during club hours. After School Club closes promptly at 6pm, parents can collect children any time before 6pm.
- Late collection: Parents/Carers who collect their child after 6pm will incur a late collection charge of £10.00 for up to 5 minutes, each minute thereafter will be charged at £1 per minute.
- The Breakfast Club and After School Club will not run on days that the school is closed for inset days and school holidays. Parents/Carers will not be charged for days that the club is closed.
- If severe weather conditions forces the club to close for health and safety reasons, normal fees will apply.
- If the child is unable to attend due to sickness, Covid 19 isolation or any other reason, normal fees will apply. After school club absences must be reported via email to extendedschool@blean.kent.sch.uk no later than 2pm.



Blean Primary School

'Learning together to enjoy and achieve'



Whitstable Road, Blean, Canterbury, Kent, CT2 9ED

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Website: www.bleanprimary.org.uk

- At time of booking, specific week days sessions must be booked to enable the Club to make the appropriate Health and Safety, Safeguarding arrangements and to ensure that the correct staff ratios are met. If you wish to decrease the number of sessions, a full term's notice must be given via email to extendedschool@blean.kent.sch.uk
- **Once your child has been allocated a place a full term's notice is required to cancel this agreement.**
- Invoices will be issued electronically and must be settled in advance.
- Parents/Carers must pay by **BACS or Child Care Vouchers.**
- If payment has not been received by Extended School by the due date, a late payment fee of £50 per week per child will take effect. Extended School reserve the right to cancel sessions with immediate effect, if no payment has been received the debt will still require payment with any incurred charges added.
- Extended School will adhere to all school policies and procedures.
- The Extended School Staff aim to provide a safe, stimulating and happy environment for all children. The Extended School Staff reserve the right to exclude any child whose behaviour is disruptive, in accordance with the school's Behaviour Policy.
- We endeavour to provide a high quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns please speak to the Extended School Staff. If this is not resolved, please contact the Extended School Manager. If you are unable to resolve this issue please follow the school's formal complaint procedure.
- Extended School reserve the right to alter the Term and Conditions from time to time. These changes will be communicated by email and published on the school's website.
- Inappropriate behaviour by children, parents or carers, such as verbal or physical abuse towards employees, children or other facility users will result in the place at the club being withdrawn with immediate effect.