



Extended School: Breakfast Club and After School Club

Terms and Conditions

These Terms and Conditions outline the guidelines for the use of the Wraparound Care services at Blean Primary School. By registering your child for these services, you acknowledge and agree to adhere to the following terms:

Registration and bookings

- Booking process: All bookings for the Breakfast Club and After School Club must be made in writing via email to extendedschool@blean.kent.sch.uk. Extended School manage and inputs all bookings onto Magicbooking accounts.
- Accurate information: Once registered, Parents/Carers must ensure that all information on the Magicbooking system is accurate and up-to-date.
- Emergency contacts: Parents/Carers must provide at least two emergency contacts who are available during club operating hours. It is the responsibility of Parents/Carers to ensure these details are current and accurate.
- Emergency closure contact: In the event of an emergency closure or operational disruption, communication will be sent via email using account details held on Magicbooking.
- Operating hours: Extended School is open from 7:30am to 9:00am and 2:00pm to 6:00pm. Please note that emails will only be responded to during these hours.

Breakfast Club

- Start time: Breakfast Club begins at 7:30am, subject to Health and Safety and Safeguarding checks.
- Arrival time for breakfast: Children must arrive before 8:20am if they wish to partake in breakfast. No breakfast will be served after this time.
- Escort for younger children: Year R and Year 1 children will be escorted to their classes following Breakfast Club.

After School Club

- Start time: After School Club commences promptly at 3:25pm.
- Escort for Key Stage 1 children: Key Stage 1 children will be escorted to the After School Club from their classroom by a member of staff.
- Arrival from extra-curricular clubs and off-site activities: Extended School cannot accept responsibility for children who fail to arrive from another activity unless prior arrangements have been communicated and agreed.
- Snack provision: A light snack will be provided to all children during the club's operation.

- End time: After School Club will close at 6:00pm and all children must be collected by 5:55pm.

Collection of children

- Authorised collection: Children will only be dismissed to a registered named person on the child Magicbooking account.
- Verification of collection: If there is any uncertainty regarding collection arrangements, Extended School reserves the right to retain the child until verification has been obtained.

Late collection

- Late collection charges: A late collection fee of £10.00 will apply for the first 5 minutes. An additional charge of £2 per minute will apply for every subsequent minute.
- Uncollected children: If a child has not been collected by 6:00pm and contact cannot be made with a Parent/Carer or emergency contact, the school's Uncollected Child Procedure will be followed.
- Withdrawal of place: Continued late collection may result in the withdrawal of the child's place at the club.

Absences and cancellations

- Fees for absences: If a child is unable to attend due to illness or other reasons, standard fees will still apply.
- Notification of Absence: Absences for the After School Club must be reported via email to extendedschool@blean.kent.sch.uk and office@blean.kent.sch.uk no later than 2:00pm on the day of absence.
- Closure due to unforeseen circumstances: In the event that Extended School is unable to operate due to circumstances beyond its control, including severe weather, utility failure, public health concerns, school closure or health and safety issues, fees will remain payable and no refund or credit will be issued.

Booking changes

- Pre-Booking requirement: Pre-booking is required to ensure appropriate staffing levels and to comply with health and safety regulations.
- Changing or reducing sessions: A full term's written notice must be provided via email to extendedschool@blean.kent.sch.uk if a reduction or alteration in the number of sessions is desired.
- Cancellation of booking: A full term's written notice is required to cancel or amend a booking once a place has been allocated.
- Notice period: A full term written notice means notice received before the final day of the current term and will take effect from the first day of the following term.

Waiting list

- Notification of availability: Parents will be informed when a space becomes available for their child. If you no longer wish to remain on the waiting list, please notify the Extended School in writing. The waiting list operates on a first come, first served allocation.

Emergency bookings

- Last-Minute Requests: Emergency bookings for both Breakfast Club and After School Club will be accommodated, subject to availability and pre-payment. An additional charge of £10.00 to the standard fees will be applied to such requests.

Invoices and payments

- Payment process: Invoices will be issued electronically and must be paid in advance. All payments are non-refundable and non-transferable.
- Payment methods: Payments must be made via BACS or Child Care Vouchers.
- Late payment fee: A late payment charge of £50 per week, per child, will be applied if payment is not received by the due date. In the event of non-payment, Extended School reserves the right to cancel bookings with immediate effect, though the outstanding balance and any additional fees must still be settled.
- Outstanding debts: Extended School reserves the right to refuse future bookings where outstanding balances remain on an account.
- Debt recovery: Any reasonable costs incurred in recovering outstanding debts may be added to the amount owed.

Health and Safety

- Compliance with policies: Extended School adheres to all school policies and procedures, particularly those relating to Health and Safety and Safeguarding.
- Medical information: Parents/Carers must ensure that all medical information, allergies, dietary requirements and emergency contact details are kept up to date on Magicbooking with expiry dates of medication(s) recorded.
- Medication: Any medication required during Extended School sessions must be provided and administered in accordance with the school's Medicines Policy.
- Non-disclosure of medical needs: Failure to disclose relevant medical information may result in a child being unable to attend until suitable arrangements have been put in place.
- Illness during sessions: If a child becomes unwell whilst attending Breakfast Club or After School Club, Parents/Carers will be contacted and may be required to collect their child immediately.
- Dietary requirements: Parents/Carers must inform Extended School of any allergies, intolerances or dietary requirements prior to attendance and these need to be recorded on the individuals Magicbooking account.
- Allergens: Whilst every reasonable precaution is taken, Extended School cannot guarantee an allergen-free environment.

- Safeguarding: Extended School has a duty to safeguard and promote the welfare of all children and follow all school safeguarding procedures.
- Safeguarding concerns: Any safeguarding concerns arising during club sessions will be managed in accordance with the school's Safeguarding and Child Protection Policy.

Behaviour

- Environment: Extended School staff are committed to providing a safe, stimulating, and supportive environment for all children.
- Exclusion for disruptive behaviour: Extended School reserves the right to exclude any child whose behaviour is deemed disruptive, in accordance with the school's Behaviour Policy.
- Inappropriate behaviour: Extended School reserves the right to immediately suspend or withdraw a place where the behaviour of a child, Parent or Carer is abusive, threatening, intimidating, or compromises the safety, wellbeing or effective operation of the club for staff or children.

Special Educational Needs

- Any child with Special Educational Needs (SEN) is welcome. Parents are encouraged to notify Extended School of any additional requirements to ensure appropriate support.

Feedback and complaints

- Commitment to improvement: We are committed to maintaining high standards of service and will actively seek feedback from parents and carers.
- Addressing Concerns: Should any concerns arise, please address them directly with the Extended School Manager's. If the issue remains unresolved, contact the Extended School Manager for further assistance.
- Formal Complaints: If the matter is still unresolved, please follow the school's formal complaints procedure.

Changes to Terms and Conditions

- Right to amend: Extended School reserves the right to update these Terms and Conditions as necessary. Any changes will be communicated via email and published on the school's website.

Review

Terms and Conditions will be reviewed annually to ensure they remain current and in line with best practices.