



# Blean Primary School

*'Learning together to enjoy and achieve'*



Whitstable Road, Blean, Canterbury, Kent, CT2 9ED  
Headteacher: Mr Ian Rowden BA Ed (Hons), NPQH  
Telephone: 01227 471254

Email: [office@blean.kent.sch.uk](mailto:office@blean.kent.sch.uk)  
Website: [www.bleanprimary.org.uk](http://www.bleanprimary.org.uk)

## 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.
- Extended School office hours are 7.30am to 9am and 14.00pm to 18.00pm emails will only be answered between these times.
- Breakfast Club starts at 7.30am (pending Health and Safety and Safeguarding checks). 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 taken to After School Club by a member of staff. A light snack 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 £2 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 these days.
- If severe weather conditions force the club to close for health and safety reasons, normal fees will apply.
- If the child is unable to attend due to sickness or any other reason, normal fees will apply. After school club absences must be reported via email to [extendedschool@blean.kent.sch.uk](mailto:extendedschool@blean.kent.sch.uk) no later than 2pm.





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- Pre-booking is essential for the safety of the children as well as ensuring staff ratios are correct in order to meet the compliance regulations. At time of booking, specific week day sessions must be booked to enable the club to make the appropriate arrangements. If you wish to decrease or make any changes to the number of sessions, a full term's written notice must be given via email. **Once your child has been allocated a place a full terms notice is required to cancel or change this agreement.**
- Those on the 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.
- Last minute emergency requests for children to access Breakfast Club and After school club will be granted subject to availability and pre-payment. Please be aware that an additional £10 fee is charged in order to facilitate **each** request.
- Invoices will be issued electronically and must be paid in advance and are non-refundable or transferable.
- 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.
- Where a child has a provision plan in place please speak to Mrs Williams and Miss Llewellyn to discuss the provision that may be available to support your child's needs. Please note that due to the more informal setting facility may not be suitable for your child.
- 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.

**These terms and conditions are reviewed on an annual basis.**



2022-2025



2023-2026

