



Blessed Sacrament Catholic Primary School
Extended Services



Booking Form and Contract 23-24

Name of child:

Child's Year Group: Class:

- Breakfast club
- After School Club
- Regular attendance
- Irregular attendance – variable days

To book your child's place please email bookings@bsprimary.com

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club					
After School Club					

Please provide any further details:
 Breakfast Club / After School Club

Fee Structure as of September 2023:

Breakfast Club: £3.50 per morning

After School Club: £8.00 per session

Completed forms should be returned to the school office.

Please turn over...

Providing affordable and high quality childcare...

Blessed Sacrament Catholic Primary School - Extended Services

Terms and Conditions: Parent/Carer Contract

1. OPENING HOURS

- 1.1 Breakfast club will operate between the hours of 8:00am and 8:55am each week day school day during term time.
- 1.2 After school club will operate between the hours of 3:15pm (Infants) or 3:25pm (Juniors) from the end of normal school day until 5.45pm each school day during term time.
- 1.3 Our Extended Services are provided and managed by school staff and is registered with the Department for Education as approved under the Education Act 2002 section 27-28. Activities take place in designated areas of the school, utilising school facilities and within the school grounds.

2. BOOKING SESSIONS

- 2.1 Parents may book any combination of sessions.
- 2.2 Parents who require regular sessions should specify the sessions they wish their child(ren) to attend in advance of each half term period on the "Booking Form" indicating that it is a recurring booking.
- 2.3 Parents who require variable (irregular) sessions should specify this on the "Booking Form" and inform the Extended Services team in advance.
- 2.4 Parents with emergency requests should contact the school office as soon as possible to make their request. Payment maybe required at the end of the emergency session.
- 2.5 **Any emergency requests or requests to vary sessions will be considered and places offered if possible, taking into account staffing levels, number of pre-booked children and the OFSTED ratio of staff to children aged under 8 years and over 8 years restrictions.**

3. COLLECTION/DELIVERY OF CHILDREN

- 3.1 Any child(ren) who attend Breakfast club should be brought to the main entrance (Infants).
- 3.2 Any child(ren) who attend sessions at after school club will be collected by staff (Infants) and staff (Juniors) make their way to Junior Hall, then taking over to the Infants Hall by members of staff.
- 3.3 Parents should collect their child(ren) from the club by 5.45pm. If they are not able to do so they should contact the school to inform them of their expected time of arrival. Parents will be charged at late session rate for any child(ren) who are collected after 5.45pm. The current fee for collection after 5.45pm is £15.00 as the staff and caretaker must to be paid overtime for remaining on the school site. This should be paid to Blessed Sacrament Catholic Primary School within 30 days.
- 3.4 Parents should indicate on the registration form any other adults whom are authorised to collect their child(ren).
- 3.5 Parents must either collect or arrange for the child(ren) to be collected at the end of the booked session. No child is allowed to leave the club alone. Any change in person collecting the child(ren) from those declared must be notified in writing, or by telephone to the school office on the day of collection before the child will be released to that person.

4. EMERGENCIES

- 4.1 Parents are required to complete a "Child Information and Contact Form" prior to the child(ren) attending, and each academic year thereafter. Any change in any details should be notified to the school office to provide up to date information at all times. Parents will be required to provide details of allergies, special needs and dietary requirements, medical conditions, doctor's details and emergency and other relevant telephone numbers.
- 4.2 Parents will be required to complete an emergency treatment form indicating consent for staff to administer emergency treatment and seek hospital attention if required.

5. BEHAVIOUR

- 5.1 Children attending any Extended Service sessions are expected to adhere to school rules and expected standards of behaviour. Any misbehaviour will be reported to the parent and managed in accordance with the school behaviour and/or bullying policies.
- 5.2 In the event of serious misbehaviour or recurrent misbehaviour the place at Extended Services for the child(ren) may be withdrawn.

6. ATTENDANCE

- 6.1 Once a session has been booked the child(ren) will be expected to attend.

- 6.2 If the child(ren) is unwell the school office should be asked to inform Extended Services that the child(ren) will not attend due to illness.
- 6.3 For any non-attendance of a pre-booked (regular) session **fees are still chargeable.**
- 6.4 When a child(ren) are taking part in an activity were they are representing the school, fees are not chargeable. Parents/Carers are asked to inform Extended Services staff in advance.

7. PAYMENT OF FEES

- 7.1 Payment of fees is due for all booked sessions in advance. Payment may be made by a number of ways: School Gateway, Bank Transfer or Childcare Voucher (numerous schemes accepted please ask for staff for more information). Parent's can also register for the National Savings Scheme which helps with childcare costs.
- 7.2 Current fees including appropriate food and drink (snack) are: Breakfast club £3.50, After School club £8.00 (regular/prebooked). Four weeks' notice will be given for any change to the fees.
- 7.3 Fees will not be credited in the event the child(ren) fails to attend because they are on holiday or otherwise absent.
- 7.4 The full session fee will be charged even if the child(ren) is only present for part of the session, for example they attend a before or after school activity or are delivered late/collected early.
- 7.5 Any extra sessions or additional fees due by virtue of increased fees or a late session fee becoming due should be paid within 30 days following the session.
- 7.6 In the event that an account runs into arrears the parents will be notified immediately and asked to make payment. If the account is not settled within the stated period on the reminder letter, school will suspend the place. If the amount remains unsettled the Governors will be notified and they will support the withdrawal of all future use of services and the seeking of legal advice for debt recovery. If you have a debt owing to Extended Services any monies paid for reward trips will be transferred to your Extended Services account and there is a possibility your child will be unable to attend the trip.
- 7.7 In the event that a Parent/Carer is having difficulties making full payment for the Extended Services they are receiving they should contact Mr McKenna as soon as possible to discuss the situation.

8. CONCERNS OR COMPLAINTS

- 8.1 In the event that a Parent/Carer has a concern or complaint about any Extended Service or facilities they should initially raise the matter with the staff on duty to attempt to rectify the matter.
- 8.2 If this does not give a satisfactory resolution it should be raised with the Headteacher either in person or in writing if appropriate.

9. PERMISSIONS

My child can watch PG certificated films:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
My child can have their face painted:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
My child can have sun cream applied :	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
My child can have their photograph taken and used on Social Media :	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

I agree to adhere and accept the terms and conditions specified as above.

Signed

Name

Date