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November 2020

Amendment to ASC and BC Terms and Conditions dated April 2019

Due to the ongoing Covid 19 pandemic and guidance from the DfE on the way in which wrap around care should be managed, the following amendments have been made to the ASC and BC terms and conditions. These changes will remain in effect until the 31st August 2021, unless otherwise notified in writing.

GROUPS

- Pupils will be placed into 3 groups of up to 15 members based upon their year group and Key Stage. Group One – Reception and Year 1; Group Two – Year 2 and 3; Group Three – Years 4 to 6. The maximum capacity of the clubs is therefore 45 children.
- The groups will be based in different rooms and will have the same staff.
- Children's booking patterns will remain in place for the rest of this academic year
- Children will therefore be with the same group of children each term

The Clubs will follow the same protective measures as used throughout the school day with regards to good hand and respiratory hygiene and additional cleaning.

OPENING HOURS

The Breakfast Club is open from 7.45am - 8.30am. The After School Club is open from 3.00pm -5:45pm. There are exceptional days throughout the year when the After School Club is not open. These are the last day of each term, when school finishes at 1.45pm. Parents will be notified of any other exceptional days via the school newsletter.

CLUB CHARGES

BREAKFAST CLUB - £3.50 per session with breakfast (cereal, toast, fruit).

AFTER SCHOOL CLUB - £10.50 per session. This session includes activities, fruit, drink, and a snack tea.

THE BOOKING PROCESS

Booking for the rest of this Academic Year must be made in advance using the Expression of Interest Form on the school website.

In the event that the demand for places is higher than capacity, places will be allocated by the school, with priority being given to parents that have used the Clubs before, parents that require a space five days a week, parents whose



role means they are unable to work from home and single parents. A waiting list will be set up if required.

If you are informed by the school that your child has a place, full payment will be required for the half term in advance. Please note that if you are offered a place and payment is not received by the following dates, then the place will be withdrawn.

Any changes requested to your booking prior to payment being made, may result in the place being withdrawn and being offered to someone else on the waiting list. For example, booking a place for five days a week and then reducing that to 3 days a week once the place has been confirmed.

	Deposit Required by	Full payment required by
Spring Term I – 4 th January to 11 th February	14 th December 2020 to cover January 2021 bookings	8 th January 2021
Spring Term II – 22 nd February to 1 st April	8 th February to cover bookings to 12 th March 2021	1 st March 2021
Summer Term I – 19 th April to 28 th May	29 th March to cover bookings to 7 th May 2021	3 rd May 2021
Summer Term II – 7 th June to 16 th July	24 th May to cover bookings to 30 th June 2021	21 st June 2021

CANCELLATIONS & AMENDMENTS FOR BOOKINGS

If, throughout the year, your child no longer requires their place, we will require 14 days' notice to cancel the place. The place will then be offered to the child next on the waiting list. Ad hoc sessions can't be booked however additional days can be added. For example, if a child is attending Breakfast Club Mon- Thur and a parent's working days increase to include every Friday, parents can request that their child attends Breakfast Club every Friday.

Refunds will not be given for any cancelled sessions. This includes when your child cannot attend due to having to self isolate.

DROP OFF AND COLLECTION

Breakfast Club

- All children attending Breakfast Club will need to arrive by 8am.
- Entrances from Briar Road and Sheep Walk will be open from 7:45-8am. Parents need to walk their child to the school building but will not be entering the school buildings.
- Children in Reception – Year 3 will be based in the Family Centre. This is the same building as previously used. Please ring the buzzer and a member of staff will collect your child/ren from you and sign them in. The member of staff will then show your child/ren to their group's room. Please do not enter the walkway if there is another parent and child in front of you.
- Children in Years 4-6 will be based in the hall. Please ring the buzzer on the main school door and member of staff will collect your child and sign them in.
- Please could any messages for teachers be emailed to the school office.
- At 8:30am children will be taken to their classes.

After School Club 3pm – 5:45pm

- Children in Reception-Year 3 will be collected from their classrooms at the end of their school day and taken to the Family Centre building.
- Children in Year 4-6 will meet in the hall.

- For Children in Reception-Year 3, please press the buzzer outside the Family Centre and wait outside for your child. You may be asked to wait by a cone in the car park whilst waiting for your child. Please do not enter the walkway to the centre if there is another parent waiting in front of you.
- For Children in Year 4-6, please press the buzzer outside the school office and wait outside for your child.
- A reminder that the club finishes at 5:45pm however you can collect anytime prior to this.

FOOD AND REFRESHMENTS

Breakfast Club

- All children will be offered a choice of cereal or toast for breakfast

Afterschool Club

- Children will be given a piece of fruit and drink as they arrive at the club and later on they will have a light tea which will consist of a sandwich and a tray bake. This food is being prepared and packaged in the school kitchen by the catering team. Children have a choice of a cheese, ham or tuna sandwich. You will need to complete the online form to choose which filling your child would like and they will receive the same filling each night for that week. Changes to sandwich fillings can then be changed for the following week. Any changes to preferences must be received by noon on the previous Friday.
- We will be encouraging any child who is school lunches and attending ASC to choose a hot lunch at registration.