



Coxheath Primary School



Extended Services Policy

Admissions

1. Children may attend the Breakfast Club (BC) and After School Club (ASC) on a full-time or a part-time basis at Coxheath Primary School.
2. Requests for Breakfast Club and After School Club should be made termly in advance using the booking form or from the Main School office.
3. Extra sessions at any of the Extended Services can be requested at any time and places are subject to availability. It is therefore recommended that parents / carers do not request 'same day' bookings although we will try to accommodate such wherever possible. All requests must be made in writing either using the on-line booking form, which is also available from the Main School office or via email to: Coxheath Primary School - casc@coxheath.kent.sch.uk
4. Places at Extended Services will be confirmed in writing.
5. Extended Services will operate a waiting list where necessary and places will be offered as spaces become available.
6. Spaces for siblings are also subject to a space being available and take no priority over children already on the waiting list.
7. Provisions are organised for the maximum number of children in accordance with the risk assessment carried out by each school having regard to the age and needs of the children and the type(s) of activity, referring to the relevant guidance.
8. **After School Club and Breakfast Club fees are non-refundable for non-attendance of sessions unless notice has been given as least 24 hours, in advance.**

Opening Hours and Fee Structure

After School Club (ASC)

9. Is open term-time only with sessions running from the end of school until **18:00**. It will be closed during the holidays including bank holidays and INSET days.
10. The fee for each session is £12.50 and is inclusive of afternoon snack and drinks.

Breakfast Club (BC)

11. Is open term-time only with sessions running from **07:30**. It will be closed during the holidays including bank holidays and INSET days.
12. The fee for each session is £4.50 and is inclusive of breakfast and drinks.

Collection / Late Payment Charges

13. Children must be collected promptly at the end of the Club session.
14. The last pick-up and hand over times for After School Club is **18:00**.
15. The Trust recognises that occasionally things happen outside of parents' control which affects collection arrangements and will always work with parents to resolve these issues where possible. The Trust shall apply the following procedures for late collections and reserves the right to apply an additional charge where a child / children are picked up late from Clubs:
 - a. First late collection – 'verbal' warning
 - b. Second late collection - 'written' warning
 - c. Third and each subsequent late collection - £15 fee
16. The 'late collection' policy will be applied on a rolling 13-week / 2 term period.

For further information, please see the school's Extended Services Policy or email casc@coxheath.kent.sch.uk