



Breakfast, After School and Holiday Club **Thrapston Primary Extended School Services**

Head teacher: Mrs Pauline Turner

Terms and Conditions

(with effect from September 2020)

- Breakfast Club operates from 7:45am – 8:45am (term time only)
After School Club operates from the end of the school day until 6:00pm **prompt** (term time only)
Holiday Club operates from 8:00am – 6:00pm during school holidays, with morning/afternoon sessions starting/ending at 1:00pm. The holiday club does not open on Bank Holidays. If the school has to add any further closure dates, we will endeavour to give parents as much notice as possible.
- Breakfasts are available to all children arriving before 8:20am and before 9:30am at Holiday Club; no breakfast will be served after these times.
- A packed lunch should be brought for lunch at holiday club.
- A light snack is served between approximately 4:00pm and 4:30pm at our After School and Holiday Clubs.
- A sample menu can be found on our website:
www.thrapston-primary-the-hive.weebly.com
- At the end of Breakfast Club children are taken to their appropriate playgrounds, or classrooms.
- Children in the Crown building are collected at the end of the school day from their library.
- Places for The Hive are booked with the Extended Schools Admin Assistant and are paid for in advance, prior to sessions starting, in accordance with the dates set out on invoices. It is essential that completed, signed booking forms are received by the Extended Schools Admin Assistant prior to the session(s) starting. **Once a place is booked, there is no refund available should the child be unable to attend for any reason, this includes sickness.**
- Parents are invoiced monthly for our Breakfast and After School Clubs and upon receipt of a completed booking form for Holiday Club.
- Current prices are:
Breakfast Club: £3.50 per session
After School Club: £10.00 per session
Holiday Club: £20.00 per all day session or £12.00 per morning/afternoon session
- We offer a 25% discount for a 2nd child and any subsequent siblings attending The Hive on the same day.

- An Extended Services Admission Form will be sent out for completion upon receipt of new first time bookings. Parents are responsible for ensuring the completed admission form is returned prior to their child/children attending their first session. Parents should also ensure the details held are kept up to date as they include emergency contact details and allergy information, etc.
- Four weeks notice is required if a place is no longer required. **Sessions at The Hive are not immediately transferable - due to staffing and resource limitations we are unable to swap the date of sessions. If you wish to change a booked session, parents must inform the Extended Schools Admin Assistant with four weeks notice.**
- All invoices are due by the date stated. A reminder letter will be sent if the invoice remains unpaid after 7 days. A further reminder letter will be sent 7 days later and you will be contacted by telephone or spoken to in person. At this stage the Head Teacher may refuse your child any further access to the school facility until the outstanding debt is paid. If the debt remains unpaid for a further 10 days it will be referred to the Governing Body and/or school's legal services.
- Late payments may incur an administration charge.
- When a long standing debt is paid the Head Teacher will decide if the debtor is to be permitted to make further use of the school facilities.
- From time to time, parents are in need of "ad hoc" places. Parents requiring this service for Breakfast and After School Club need to book and pay with the school Extended Schools Admin Assistant at least 24 hours in advance, allocation of these places will always depend on the number of places available on the day required. Please be aware that children who arrive on days other than those booked cannot be admitted to Breakfast and After School Club. Our numbers vary from day to day so our staffing and Breakfast/ Afternoon snack provision is matched to the expected numbers: for this reason we are not able to offer a "walk-in" service.
- In order to guarantee a place at Holiday Club, bookings should be made by the Friday two weeks before the end of term. Any bookings beyond this date cannot be guaranteed, however late booking forms received after this date will be accepted and the sessions agreed where the Extended Schools Admin Assistant confirms spaces are still available. The Holiday Club team reserves the right to reject "walk-in" admissions to Holiday Club if staffing and provisions are inadequate for additional children.
- It is the parent's responsibility to inform the school office if your child starts to attend a 'before' school club or "after" school club and therefore will not be attending Breakfast Club or After School Club.
- If your child attends an "after" school activity they will be dropped off at the After School Club by the activity leader.
- After School Club, Holiday Club afternoon sessions and Holiday Club all day sessions end promptly at 6pm. There will be a £10 surcharge for every 5 minutes of late pick up after 6pm. Holiday Club morning sessions end promptly at 1pm. There will be a £10 surcharge for every 5 minutes of late pick up after 1pm.
- We are able to accept childcare vouchers as payment for The Hive.

***The school reserves the right to make changes to these terms and conditions dependant on Government guidance re COVID-19**