



**Wouldham All Saints Church
of England Primary School**

**Welcome to our Extended School
Services**

**Monday – Friday
Breakfast club starts at 7.30 am
After school club finish 6.00 pm**

CLUBS RUN TERM TIME ONLY

WELCOME

Our extended school services consist of breakfast and afterschool clubs and are open to all pupils.

Clubs are run by current Wouldham All Saints staff who fully meet the criteria required to work with children. Our staff already know your children and will have similar high expectations of your children at the club as they do when they are in school.

Once the children arrive at club, they can participate in a wide and varied range of activities. Children at afterschool club can do their homework, participate in reading/craft activities, play outside if the weather is fine.

When breakfast club ends children in KS1 will be escorted to their classrooms to begin the school day. For afterschool club, children in KS1 are collected from their classrooms.

LOCATION

Breakfast club entrance is located to the left of main reception at the front of the children. The door will be opened by staff from 7.30 am.

Afterschool club collection is from the same door.

BREAKFAST CLUB

In order to maintain correct ratios of staff to children and to keep costs to a minimum all bookings are payments are required to be completed via Eduspot by the Friday prior to the week required. It is possible to book the whole term. Emergency childcare can be arranged through emailing office@wouldham.kent.sch.uk.

The club is open from 7.30 am. Please ensure your child has entered the building before leaving.

7.30 am arrival	£5 per day, discount for siblings
8.00 am arrival	£4 per day, discount for siblings
8.30 am arrival	charged at £1 per day (breakfast not available at this session)

AFTERSCHOOL CLUB

In order for the club to maintain its correct ratios of staff to children and to keep costs to a minimum, **all bookings and payments are required to be on Eduspot by 2pm the Friday prior to the week required.** It is possible to book the whole term. Emergency childcare can be arranged through emailing office@wouldham.kent.sch.uk with your requirements.

Before your child can participate in club you **MUST** complete the Registration Form at the back of this pack along with the signed After School Club Agreement.

Collection from the club must be **PROMPT**, from the room, at the end of the session booked. If you are going to be late collecting your child you must call the school.

Late collection will result in a charge of £15.00 for the first 15 minutes and extra £5.00 per 15 minutes thereafter.

If someone other than the person who regularly collects your child comes for them you **MUST** make the school office aware of this happening. Please note that if staff are in anyway unsure about the person collecting your child they will ring you to obtain your consent before they release your child.

Children will not be permitted, under any circumstances, to walk home alone after the club has finished or at the end of their booked session.

Fees: £5.00 until 4.30 pm discount for siblings
 £7.00 from 4.30 – 6.00 pm (light tea can be provided)
 £12.00 from 3.15 – 6.00 pm (discount for siblings, light tea can be provided)

PAYMENT

Payment will be required to be completed on Eduspot. We are not able to offer credit or provide invoices. We also accept childcare vouchers. We have accounts already set up with the following providers:

Edenred	a/c no P20956551
Sodexo	a/c no 863166
Bravo Benefits	
Computershare	User ID 0026888474
HM GOV	50057056188
CGPS (Student finance)	

If your provider does not appear just let us know who you will be using and we will ensure an account is set up.

48 hours prior notice is required for cancellations if you wish money to be refunded to credit. No refunds will be given for cancellations made less than 48 hours before the booking.

THE FORMS

Included in this pack are the consent and information forms we need you to complete prior to your child starting at the clubs. We are asking for a lot of information but providing this information will help us to give the best possible care for your child.

We are required by the Children's Act (1989) Regulations to keep and maintain this information about your child. The information given is confidential and used on a need to know basis.

All carers of children have responsibility to promote the welfare of the children in their care in line with Department for Education guidelines. A Child Protection Policy is in place within the school and all staff are fully aware that they have a safeguarding duty to report any concerns to the schools Designated Safeguarding Lead or Deputy.

Please complete the following forms and return them to the school office

- Registration Form
- Agreement Form

MAKING A COMPLAINT

We will work hard to provide an excellent service for your child. Should you be unhappy about any part of our Extended School Service please speak to a member of the club staff in the first instance.

Should you wish to make a formal complaint please refer to the Parental Complaints Policy which can be found on our website.

Wouldham All Saints reserves the right to withdraw Extended School Services at any time.

The club will be closed on whole school closure days, holidays, emergency closure days and if any industrial action is undertaken by staff.

Continued non-payment of fees; late collection of children and inappropriate behaviour by children or parents may lead to the school withdrawing the opportunity to attend the club.

We are confident that we offer to you and your child the best quality care at an affordable cost.

All Extended School Services are part of the Wouldham overall ethos and aim to provide quality care provision which gives you peace of mind and confidence that your child is happy and safe at all times whilst in their own school environment.

EXTENDED SCHOOL SERVICES – REGISTRATION FORM

Please complete all parts of the form, sign and date where indicated and return to the school office

	Name	DOB	Class
1 st child			
2 nd child			
3 rd child			
Please state any special dietary , health requirements or food allergies:			
Name of 1 st contact:	Relationship to child:	Contact number:	
Name of 2 nd contact:	Relationship to child:	Contact number:	
Name of 3 rd contact:	Relationship to child:	Contact number:	

Please supply names and telephone numbers of any additional carers that may collect your child.

Name	Contact number

Additional details

Anything else you would like us to know about your child:	
Signed	
Print Name	Date

EXTENDED SCHOOL SERVICES AGREEMENT

I/we have read and understood the contents of the welcome pack. Furthermore I/we agree to:

- Give up-to-date information about my child/children including any change of contact details
- Pay for bookings in advance.
- Pay fees for booked/used dates
- Breakfast club – ensure my child is received and registered at the club before I leave the premises.
- Afterschool club – ensure my child is collected PROMPTLY every day. Persistent late collection will be charged accordingly
- After School club – social services being contacted after 6.30 pm if my child/children have not been collected and I have not made contact with the club *and* we cannot contact you or any of your named contacts.

To be complete by parent/carer

Child's name	
Signed by parent/carer:	
Print name:	
Relationship to child:	
Date:	