





# **North Cotswold Schools Federation MAT**

## **Policy for Cold Aston C. of E. Primary School Breakfast and Afterschool Club**

Status of policy -	Statutory
Review Cycle -	Annually
Approval Body -	Finance Committee
Approval Date	21 <sup>st</sup> June 2023
Review Date -	September 2024

## Pumpkin Patch Before and After School Care

<p>Breakfast Club 7.45am – 8.35am</p>	<p>Children may be booked in advance on a termly basis to secure a space. Bookings may also be made on a weekly basis or the day before you need the service as long as there is space. Bookings may be made up until 2.45pm the previous day via:</p> <p>Telephone: 01451 820470 Email: coldastonadmin@ncsf.school</p> <p>Children may arrive between 7.45am and 8.30am but will be charged the full fee of £4.00 (this includes breakfast).</p> <p>Breakfast will be served up until 8.20am. Therefore, children arriving after this time may join the club for activities but will not be able to have a breakfast.</p> <p>At 8.35am the children will then be released into the care of their class teacher</p>
<p>After School Club Tuesday, Wednesday and Thursday 3.15pm – 5.00pm</p>	<p>Children may be booked in advance on a termly basis to secure a space. Bookings may also be made on a weekly basis or the day before you need the service. Please do also ask on the day as there may well be spaces available in the club but DO NOT just assume there will be. Any child turning up at the club who has not been booked in will not be accepted and parents will be contacted to collect them.</p> <p>Children may attend an extra-curricular club running in school and then may attend Pumpkin Patch from the time they finish the club. Staff running the club will escort them to Pumpkin Patch.</p> <p>The club will cost £5.00 3:15-4:15 (session 1) £5.00 4:15-5:00 (session 2)</p> <p>Payment will be charged for any part of the session that is used by the child.</p> <p>Late collection after 5.00pm will incur £7.00 per every additional 15 minutes or part of.</p>
<p>Cancellation Policy</p>	<p>24 hours' notice is required otherwise the full sessional fees will be charged.</p>

Invoicing	Parents will be asked to ensure that there is enough credit in their Parent Pay accounts to cover the associated cost of planned use. Pupils may not be able to use Pumpkin Patch if accounts are not in credit. The
	governing body will take action against persistent late payments.
	<p>Late collection past 5.00pm will be charged at the rate of £7.00 per additional 15 minutes. This is to cover the extra costs that the school will incur on paying staff.</p> <p>If any parent is having a problem settling their bill they must speak with the administration staff or Mrs Hibell. Club staff will not deal with these issues.</p>
Withdrawal of use of Provision	<p>Pumpkin Patch reserve the right to withdraw the use of this facility in the following circumstances:</p> <ul style="list-style-type: none"> <li>• Failure to pay for use of the provision or persistently not complying with booking procedures</li> <li>• Where attendance of a child would be to the detriment to either the child, other club members or staff</li> </ul> <p>In any of these cases the Executive Head teacher will meet with the parents and the child (if appropriate) before such a decision is taken.</p>