

Highbury Primary School & Nursery



Breakfast Club and After School Club Policy

Aim

At Highbury Primary School and Nursery we aim to provide a welcoming, safe and secure environment for pupils before the start and after the end of the school day.

Opening Times and Prices

- Breakfast Club is open from 0730-0830hrs. The cost is £3.00.
- After School Club operates two sessions:
 - (1) 1500-1630hrs at a cost of £4.50 (Monday to Friday)
 - (2) 1500-1800hrs at a cost of £9.00 (Monday to Thursday)

The clubs are operated by Key Stage and can accommodate a maximum of 20 children per session per Key Stage.

Booking Process

A Registration Form must be completed by parents/carers before your child can attend our Extended Day provision. These are available from the main school office, the Foundation Stage office or can be downloaded from the school website. Please indicate on the form the sessions you require. You will be notified if you have been successful in securing a place for your child or whether you have been placed on a waiting list.

All bookings must be paid in advance on ScoPay. Payment can also be accepted via Childcare Voucher, Child Tax Credit or cash.

Sessions will be loaded onto ScoPay on a Friday for the following week. Your ScoPay account will be checked for sufficient credit to cover the booking. We reserve the right to cancel any bookings with insufficient credit.

Absence

If your child does not attend a booked session the full amount will still be charged. If your child is not in school due to illness you will not be charged. There will be no charge if your child misses a session due to an educational or residential trip.

Cancellation

If you wish to cancel a session, you must give 7 days' notice and notify us by one of the following methods:

- Email - extended-day-services@highbury-prim.portsmouth.sch.uk
- Telephone - Angie Bayliss on 02392 215600 or the School Office on 02392 375404
- Studybugs/Family message

A credit for the cancellation will be made to your ScoPay account - no cash refunds will be given. If we cancel Breakfast Club or After School Club the payment will be credited to your ScoPay account.

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Collection

If you are unable to collect your child from After School Club as arranged, or somebody else is collecting your child on your behalf, please inform the school as soon as possible. All children must be collected by a responsible adult. Your child will not be permitted to leave After School Club alone unless a prior arrangement has been made and this has been agreed by the Headteacher.

Late Collection Fee

If you are late collecting your child and we haven't been notified in advance, a charge of £5.00 will automatically be added to your ScoPay account for every 15 minutes that they remain uncollected.

Behaviour

Children are expected to abide by the School Behaviour Policy. We reserve the right to withdraw a place in the event of unacceptable behaviour.

Date:	September 2022
Extended Services Manager:	Rebecca Frost

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