



## Breakfast Club and After School Club Policy

### Aim

At Highbury Primary School & 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 daily from 0730-0830hrs. The cost is £3.00 and includes toast and a selection of cereals.
- After School Club operates two sessions. The late session offers a cold tea in the form of a sandwich/wrap. There is also a limited selection of hot snacks, ie. jacket potato or hot dog.
  - (1) 1500-1630hrs at a cost of £4.50 (Monday to Friday)
  - (2) 1500-1800hrs at a cost of £9.00 (Monday to Thursday)

### Location

Breakfast Club and After School Club operate from the Community Building. This is the building that is situated in the main school playground. All drop offs/collections will be here. This is for all children from Year R to Year 6.

### How to book

Please send an email to [extended-day-services@highbury-prim.portsmouth.sch.uk](mailto:extended-day-services@highbury-prim.portsmouth.sch.uk) stating your requirements. You will be notified if you have been successful in securing a place for your child and/or whether you have been placed on a waiting list. Alternatively, please send in a message via Studybugs or Family (Year R parents only).

### Payment

Payment for all sessions is required in advance. Sessions are added to ScoPay weekly. Each Friday, sessions for the following week are added and have to be paid by the end of the day each Monday. Payment can be made via ScoPay. We are also happy to accept Childcare Vouchers or payments made through the Child Tax Credit Scheme.

**Please note that if your child does not attend a booked session due to holiday, the full amount of the session will still be charged. Payment will only be waived if your child has an authorised absence, ie. illness or educational/residential trip.**

### Non Payment

If full payment for the week's sessions has not been made, the following procedure will apply:

1. The parent will be contacted via Studybugs/Family and given a deadline to clear the outstanding balance.
2. If the deadline passes and the arrears have not been paid, the parent will be contacted and payment requested within 24 hours.

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3. In the event that the debt still remains unpaid, the child will be refused entry to Breakfast Club/After School Club. This will be communicated to the parent via telephone call and followed up with a formal letter. The child will not be permitted to attend any extended day sessions until the debt has been paid in full.

### **Cancellations**

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](mailto: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. In the event that Breakfast Club or After School Club is cancelled by us, the payment will be credited to your ScoPay account.

### **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 a charge of £5.00 will automatically be added to your ScoPay account.

### **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.

### **Additional/Ad-hoc Sessions**

If availability allows, you may book an additional or ad-hoc session. This will only be considered if your account is up to date and not in arrears.

### **Sibling Discount**

We are pleased to offer siblings a 10% discount. This will be credited to ScoPay monthly in arrears.

Date:	September 2023
Extended Services Manager:	Rebecca Frost

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