

Oldway Breakfast & After School Club

Admissions/Fees and Payment Policy and Procedure – Terms and Conditions 2026-27

Admissions

The Breakfast Club runs from 7.45am until the start of the school day. The After School Club runs from the end of the school day until 6.00pm (5.30pm for Nursery pupils). The clubs are available to all children from Nursery (age 3 and above) to Year 6. Parent/carer(s) can book sessions by completing the Google booking forms that are available on the website.

Places are offered in the following priority order:

1. Pupils who already attend the requested sessions
2. Siblings of pupils who already attend the requested sessions
3. All other places will be allocated on a first-come, first-served basis.

Payment is required via ParentPay in advance of the sessions. We do not accept cash or cheques. If you wish to use childcare vouchers or Nursery 3-year-old funding, please indicate this on the booking form.

When a place is paid for and secured, the parent/carer(s) agrees to the behaviour protocol, the level of fees and terms and conditions. It is the responsibility of the parent/carer(s) to ensure that the clubs are kept informed of up-to-date contact details at all times.

Behaviour Protocol

The Clubs recognise the importance of effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending the club, the children will be expected to behave in the same manner as during the rest of the school day, i.e. in accordance with Oldway's Behaviour Policy which can be found on the school website; <https://www.oldwayschool.co.uk/school-policies>

In the event of negative behaviour occurring, staff will explain to the child why their behaviour is unacceptable and the consequences of any further such incidents. Wherever possible, staff will also try to discuss concerns with parents at the earliest possible opportunity.

Persistent unacceptable behaviour from a child may result in the parents being requested to withdraw their child from the Club.

Statement of intent

We aim to ensure that we offer our services to all sections of our community regardless of their socio- economic background. A proportion of childcare costs can be claimed back as part of a family's working tax credit. Childcare vouchers will also be accepted, where appropriate. The charges have been calculated to be non-profit making.

Methods

In order to achieve this aim, the Clubs operate the following policy:

- We plan to open our doors for the full 38-week academic year for five sessions per week for both the Breakfast and After School Clubs.
- Our Breakfast Club will begin at 7.45am and end at the start of the school day.
- Our After School Club will begin at the end of the school day and end at 6.00pm.
- Children can be picked up earlier than these end times, however no refund can be given.
- We set our fees according to the community's demands, taking into account the setting's costs.
- We offer information on help with childcare costs and the completion of childcare funding applications.
- Pre-booked sessions are contracted for the appropriate academic term to protect parents' needs as well as the school's. However, if sufficient places have not been booked to maintain the financial viability of the setting, we reserve the right to close Oldway Primary School Breakfast and After School Club until the beginning of the following term.

Booked sessional costs

- Each booked Breakfast Club session will cost **£4.55**.
- Each booked After School Club session will cost **£9.05**.
- Sessions will be charged at the point of booking. Please make payment via www.parentpay.com.
- Ad hoc sessions may be accepted but must be requested via email to oldwayoffice@rivieraet.co.uk.

Payment is required in advance to secure the place at the Breakfast or After School Club. If a child attends the Club without appropriate payment being made, we will record this as a debt and follow our debt procedures to collect payment. We reserve the right to and will refuse future bookings of either club if there is an outstanding debt.

Children collected late from After School Club session - costs

Where a child is collected late, after the agreed session ends, there will be a fee payable. This fee is to cover the costs of two staff remaining to care for your child, along with associated rent and utilities costs. This cost is calculated to be £20.00 per 15 minutes late or part thereof. School will follow its safeguarding policy if concerns about late collection persist.

Drop Off and Collection

Children can arrive at Breakfast Club in the Drama Hall, which is situated in the original school building, from 7.45am onwards and must be supervised by an adult until this time.

Parents can collect their child from After School Club at the main school gate by calling the provision phone number – 07775 680213. Your child(ren) will be brought to you at the gate by a member of the After School Club team.

Parents are able to use the **top part of the staff car park before 8.00am** for Breakfast Club and **from 4.30pm onwards** to collect from After School Club. Please be aware that the staff car park is closed to anyone apart from disabled badge holders outside of these times.

Absences/Cancellation/Changes

- We cannot refund sessions a child has missed due to illness or holidays.
- When a session is booked it is held open for that child whether or not they then attend.
- Cancellations should be made via email to oldwayoffice@rivieraet.co.uk and four weeks' notice is required.

By booking Breakfast and/or After School Club sessions you confirm that you have read and agree to the above Policy and Procedure Terms and Conditions.