

## Three Bridges Primary School

### *Breakfast and After School Club*

*Terms and Conditions – 2023/2024*



The Terms and Conditions below relate to Three Bridges Primary School Breakfast and After School Clubs.

#### **General information**

**Booking & Payment** Bookings must be made via Schools Buddy. Payment can be made via the Schools Buddy website at time of booking. Childcare vouchers are accepted however parents should contact the school office in the first instance. Parents/Carers **MUST** read to show their agreement to these terms and conditions before a booking can be accepted.

**Refunds** Refunds will not be given for cancellations with less than 24 hours' notice. If a child is booked for two hours but is collected earlier, the difference cannot be refunded. If parents do not wish their child to attend a session they must notify the School Office giving at least 24 hours' notice. If parents wish to cancel their booking with more than 24 hours' notice, this can be done on the School Buddy website.

**Location** *Breakfast Club* will take place at the School's upper site; children from the Lower Site will begin walking to the Lower Site at 8.20am, then escorted by school staff to their class. *After School Club* is held on the Upper Site for all children; children from the Lower Site will be escorted to the Upper Site at the end of the school day.

**Staff** For members of staff the school offers a free place at both clubs. Please contact the School Office to book a place. Staff children can be dropped off at Breakfast Club at 8.15am and collected from After School Club by 3.40pm, unless otherwise agreed with the headteacher.

#### **Breakfast Club**

**Charges & Timings** Breakfast Club will run from 7:45am – 8:45am Monday to Friday during term time. Breakfast will only be served until 8.15am. This session is charged at £4 per day.

#### **After School Club**

**Charges** Bookings can be made either 1 hour (£4.00) or 2 hours (£3.00 charge for 2nd hour) per day. In exceptional circumstances, places in the After School Club can be booked with less than 24 hours' notice by contacting the School Office during normal school hours (preferably before 2pm).

**Timings** After School Club will run from 3:15pm until 5:15pm, Monday to Friday during term time. The club will not operate during School Inset days when the school is closed to pupils or on the last day of each Term.

**Activities** There will be a number of activities on offer during After School Club but the focus will be on sport and multi-skills. Other quieter, indoor activities will also be available. A light snack and drinks will be provided by the club during the session.

The After School Club will follow the school's Behaviour Policy and parents may be required to remove their child temporarily or permanently if the conduct of a child is unacceptable.

**Collection** There will be two pick up times available. The first one-hour session ends at 4:15pm. The second hour ends promptly at 5:15pm when all children must be picked up.

Children may only be picked up by nominated people included at time of booking. Parents and carers can update this information via Schools Buddy.

**Late Collection** If a child is collected late, parents and carers will be automatically charged at £10 for the first 15 minutes and £5 for every 5 minutes thereafter. You will be able to see your full charges on the Schools Buddy dashboard.

**Contact** Parents and Carers can contact the School Office regarding Breakfast and After School club during normal school hours on 01293 524076. Should you wish to contact a duty member of staff between the hours of 7.45am - 8.45am and from 3.15pm - 5.15pm, please use the following number:

**Emergency Telephone number: 07513 093 209** (*Please do not use this number for bookings*).