Three Bridges Primary School - *Breakfast and After School Club*

Terms and Conditions – 2026/2027

General information

Booking & Payment

Bookings must be made via SchoolsBuddy. Payment can be made via the SchoolsBuddy website at time of booking. Childcare vouchers are accepted however, parents/carers should contact the school office in the first instance. Parents/carers **MUST** confirm that the Terms and Conditions have been read and understood before booking a place.

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/carers do not wish their child to attend a session, they must notify the School Office giving at least 24 hours' notice. If parents/carers wish to cancel their booking with more than 24 hours' notice, this can be done on the SchoolsBuddy 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.

Breakfast Club

Charges & Timings

Breakfast Club will run from 7:30am – 8:50am Monday to Friday, during term time. Breakfast will be served until 8.15am. This session is charged at £5 per day.

After School Club

Charges

Bookings for first session cost £5.00 and the second session is £5.00 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 3:10pm until 5:30pm, Monday to Friday during term time. The first session will run from the end of the school day until 4.30pm, and the second session

will run from 4.30pm – 5.30pm. 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 is on sport and multi-skills. Other quieter, indoor activities are also available. Refreshments are provided during the first session.

The After School Club team follow the school's Behaviour Policy. Parents/carers may be asked to remove their child temporarily or permanently, should the child's behaviour fall below the school's expectations.

Collection

There are two pick up times. The first session ends at 4:30pm. The second hour ends promptly at 5:30pm, when all children must be collected.

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

Late Collection

If a child is collected late, parents/carers will be automatically charged at £10 for the first 15 minutes and £5 for every 5 minutes thereafter. Parents/carers will be able to see full charges on the SchoolsBuddy dashboard.

Contact

Parents/carers can contact the School Office regarding Breakfast and After School club during normal school hours on 01293 524076. In an emergency, parents/carers can contact a duty member of staff between the hours of 7.30am - 8.45am and from 3.15pm - 5.30pm: **Emergency Telephone number: 07513 093 209**

(*Please do not use this number for bookings*).