Date: 13 July 2020

Dear Parents and Carers

**Extended Schools – September 2020**

We are following Government guidelines in the planning for when school re-opens to all children in September. We have also been starting to think about re-opening our Breakfast Clubs and After School Club.

Our decision to re-open our wrap around care will be dependent on Government guidance, however, when this happens measures will still be in place following the Covid-19 regulations. This will mean that children will be cared for in bubbles outside of the normal school hours.

As such, we will only be offering wrap around care to those who have a signed contract. We will not be able to offer the provisions on an ad-hoc basis. If you will require any before or after school provision you will need to complete the Breakfast Club or After School Club Agreement, which can be found at the bottom of this letter or on our website. This must be emailed to [office@parkspringprimary.co.uk](mailto:office@parkspringprimary.co.uk) by Friday, 28 August 2020.

You may appreciate that in these unprecedented times there will be a lot of new procedures for pupils, staff and parents/carers and we are committed to ensuring that we adhere to all legislation, providing a safe environment for everyone. With this in mind we will not be opening our Breakfast Club and After School Club in the first week of term (week commencing 7 September 2020) and may extend this period until we are confident we have the assurance of safety in all other areas of the school.

Furthermore, please note that we will not be opening the morning ICT club or holding any booster sessions until further notice.

If you are a Key Worker, please note that we will continue to provide Breakfast Club provision for your child(ren) in the first week of term.

If you require any further information please contact the school office.

Kind regards

Yours Sincerely

**Mrs R Horan**

**Headteacher**

**PARK SPRING PRIMARY – BREAKFAST CLUB/AFTER SCHOOL CLUB**

**AGREEMENT 2020/2021**

This agreement is made on ………. day of ………………. 2020/21 between Park Spring Primary (the childcare provider) and ……………………………………………………………………….. (parent/guardian).

**Child/children’s name**

1. ……………………………………………………………………..
2. ……………………………………………………………………..
3. ……………………………………………………………………..
4. ……………………………………………………………………..

**Start Date**

The childcare provider agrees to provide childcare to the child/children of the parent or guardian from 7 September 2020.

**Place of Childcare Provider**

The childcare provider’s designated place of care will be at: The Dining Room, Park Spring Primary.

**Hours of Care Required**

Contracted Days: Mon Tues Wed Thurs Fri

Contracted hours:

Breakfast Club: ……… .……. …….. ……… …….

After School Club: ……… .……. …….. ……… …….

These hours represent your booking to secure your child/children’s place at Park Spring Primary School Breakfast Club and/or After School Club. The invoice(s) relating to this booking will be payable in full, (whether your child attends or not), 2 weeks from the date of issue.

**Rates of Charge**

Breakfast Club

7.45am – 8.55am £4.00 per session

8.15am – 8.55am £2.00 per session

After School Club

3.15pm – 5.30pm £9.50 per session

(There will be a 10% discount, per session, for siblings).

Please note that these rates are subject to change. There will be a yearly review of fees and you will be informed of any increase in writing.

Once the invoice has been raised there will be no alterations to the fees due.

**Payment**

Payment must be made on ParentPay and is charged to you one month in advance on the 1st day of each month.

**Interest**

Please refer to our debt collection policy.

After two weeks of arrears a reminder will be sent. If these two weeks arrears remain unpaid for a further two weeks, four weeks will be charged at 5% per week interest (on the outstanding balance) plus an administration charge of £25. The place(s) at Breakfast Club and/or After School Club will also be withdrawn.

**Termination of Agreement**

Any changes in the days and hours of childcare you require must be given in writing during the half term – giving at least four weeks notice. You will receive written confirmation of the changes and a new agreement will be made at the commencement of the new half term.

**If the four week notice period is not given, fees will still be charged.**

**Signed**

**Provider ……………………………………………………………………………………**

**Print name:…………………………………………………………………...………….**

**Parent/Guardian ………………………………………………………………………**

**Print name: ………………………………………………………………………………**

**PARK SPRING PRIMARY SCHOOL**

**BREAKFAST CLUB POLICY**

**Policy Revised 13/07/20**

**Aims:**

* To support working parents by providing before and after school childcare from 7.45am until 8.55am for breakfast club and 3.15pm until 5.30 for after school club.
* To offer the children breakfast in a safe and friendly environment in breakfast club and to offer children a light snack at the end of the school day in after school club.

**Ground Rules:**

* The breakfast club and after school club will be run by Park Spring Primary School.
* The club is currently operating for children attending Park Spring Primary School only.
* The club(s) will provide a balanced breakfast at the beginning of the day and a light snack at the end of the day.
* In after school club homework table is available to children should they need to complete their homework, however the club staff are not responsible for helping children with their homework.
* Staff will be responsible for the care and management of children, treating them with respect at all times. Children will not be allowed to leave breakfast club or after school club to play outside unsupervised.
* The club will comply with environmental health food safety standards.
* There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to.
* All children are expected to behave well, show respect, be polite, look after equipment and resources, be cooperative and courteous to staff and to each other.
* All children are expected to abide by the rules of the club.
* Children who continue to behave inappropriately after the behaviour policy has been implemented will be excluded from the club – either permanently or temporarily depending on circumstances and in accordance with the Behaviour Policy. In addition, there will be no re-imbursement of fees and the full collection of any debts will be pursued.
* Places for breakfast club and after school club need to be booked and paid for at least two weeks in advance. The school reserves the right to exclude a child if fees are not paid. If we do have vacancies we can accept short notice/emergency bookings.
* Breakfast Club - The charge of £4.00 per session 7.45 to 8.55 or £2.00 8.15 to 8.55am (with a 10% discount, per session, for siblings) covers the cost of care, breakfast, drinks and activities during term time.
* After School Club - The charge of £9.50per session 3.15pm to 5.30pm (with a 10% discount, per session, for siblings) covers the cost of care, a light snack, drinks and activities during term time.

Fees will be reviewed annually. Full payment will be required for absence due to illness or holiday taken during term time.

* Parents in receipt of childcare vouchers are responsible for ensuring that their account is not in arrears. Please note that our contract is with you and not with your employer therefore, in the event that your account is in arrears due to awaiting payment from your employer, you are expected to clear these arrears within four weeks.
* In breakfast club at the end of the session all children will be taken to their classroom.
* In after school club – at the end of the school day all children will be collected from the classrooms and taken to the dining hall.
* Parents are required to keep the school informed of any emergency contacts via the school office as well as notify the breakfast club leader and the after school club leader.
* Occasionally photos may be taken of the breakfast club and after school club children for display purposes. If you object to your child being photographed please ensure the appropriate box is ticked notifying the breakfast club and after school club teams.
* Four weeks written notice needs to be provided if you no longer require a place at the breakfast club and/or after school club. Eight weeks notice will be given to parents if we are no longer able to provide the service.
* In the event of a parent wishing to make a complaint, this should be made in the first instance to the breakfast club and/or after school club leader. If a parent is still concerned then the matter should be taken to the Governing Body in writing.
* If the breakfast club and/or after school club is closed due to any emergency circumstances, e.g. snow, the cost of the session will be reimbursed.
* Parents/guardians are asked to show agreement with these ground rules by signing and returning a copy of this policy. We regret we are unable to offer a place without a signed agreement.

I give I do not give permission for my child/ren’s photos to be used in

displays. (Please tick relevant box)

These ground rules are agreed on behalf of

……………………………………………………………………………….. (Name of child/ren)

Signed …………………………………………………. (Parent/Guardian) Date ………………………………………