



Copnor Primary School Breakfast/After-School Clubs Admissions/Charging Policy

Before and After-School Club is open to all children aged between 4 and 11 years on roll at Copnor Primary School. Children with Special needs are welcomed, but there is a need to assess the level of care required before they start, so that everything is ready for them when they do start using the club. (The School SENCO will also advise the club when necessary).

Parents must complete the following forms before your child can start attending

- Registration form
- Sign the agreement and contract form
- Medical Form
- Food and Drink (Allergies) Policy signed

All club policies can be viewed on the school website www.copnorprimary.co.uk or from the school office at any time.

We do reserve 5 places for children that we assess would benefit from attending. There are then 25 places available for each before and after-school club session.

Parents will agree to notify the school of which days their child will be attending the Breakfast or After-School Club by the Thursday lunchtime of the week before unless you have notified us that it's a permanent booking. All payment is required by midday Thursday of the week before, otherwise the sessions will not be guaranteed. This can be posted in the finance post box in the school office in a clearly marked envelope detailing the child's name, the club and dates the payment covers and the amount included.

Children do not need to attend everyday, however we do need to know in advance the days in which they will be attending. All non-permanent places must be booked via a completed booking form by midday Thursday of the week before. Non-permanent places cannot be guaranteed as being available.

The charge for the Breakfast Club is £4 per day.

For After-School Club the rate is charged half-hourly. A half-hour increment costs £1.50 i.e. from 15:30 to 16:30 would cost two half-hour sessions therefore cost £3.00

If either club is over-subscribed, priority will be given to those parents who are booking the maximum number of sessions and also those who need the maximum amount of time within a session i.e. Priority would be given to someone booking three regular days per week over someone booking one
Priority would be given to someone who needed the full session rather than only a half-session

If a child does not attend, even if the parent phones that morning, the school will not be able to refund the payment.

Booking forms are available from the school office

A waiting list will be created if over-subscribed based on the following three criteria.

1. Number of days commitment over a half term
2. Siblings
3. Attending both clubs

At the end of each academic year we will review the commitments for the following year and ask those wishing to continue, to pay for the first week back before the summer holiday starts, to secure their place/places.

Policy Agreed: Sept 2017

Review Date: Sept 2018