



## 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 the School. Children with Special needs are welcomed, but we 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. Unfortunately we do not have the facilities or staff to accept children who need 1:1 support. The safety of all the children will always be considered, and whilst the school always endeavours to be inclusive, it does reserve the right to refuse admission or to terminate attendance for a child if there are concerns that their attendance might result in lessening the safety for all or if the behaviour of the child is disruptive.. (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](http://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 50 places available for each before and after-school club session.

We are a cashless school and places at either club can be booked and paid for online in advance on a 'first come first served' basis. Places can be booked up to midnight the previous day of the required club. Should you wish your child to attend the After-School club after that cut off time, you can contact the office who can add your child to the club if there are spaces available.

The charge for the Breakfast Club is £4 per day and starts at 07:30. Children can arrive any time after this but breakfast will only be available until 8:15.

After-School Club is charged on a two session system. A Short Session is from the end of the school day until 16:30 and does not include a snack, this costs £3.00. A Long Session is from the end of the school day until 18:00 and will include a snack, this costs £7.00.

We do allow free places for staff members to allow them to complete their duties before or after school. However, on days when staff are not working or are absent for any reason, normal charges will apply.

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

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

Policy Agreed: Sept 2019

Review Date:

Sept 2020