



## 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. 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. (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.

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. Payment can be made online. If you have any problems with online payments, please see a member of the office.

Children do not need to attend every day, 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 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.

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 long session rather than only a short 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 a holding deposit for the first week back before the summer holiday starts, to secure their place/places.

Policy Agreed: Sept 2018  
Review Date: Sept 2019