

**Introduction:** Alma Primary operates a term-time only Breakfast Club (BC) and an After School Care facility (ASC). Both facilities are self-funding and dependant on uptake of places, determined on a term-by-term basis. Sessions run on Mondays to Thursdays.

In most cases BC will commence on the second day of term and will continue until the last day of term and ASC will commence on the first day of term and continue until the penultimate day of term. You will be informed of any changes to this.

**Allocation of places:** Places are allocated on a term by term basis but families already using BC or ASC will be given priority to renew their places on the same basis as the previous term. Additional places will be made available following this.

**Length of session:** Each BC session is from 7:40am to 8:20am and children are taken to join their classes directly from BC.

Each ASC session is from the end of the school day until 5:30pm. Payment is for the full session, regardless of the amount of time the child is in the session and there is no provision for part session payments.

It is essential that children are collected promptly by 5:30pm, since they can become extremely distressed if they are not collected on time. In the event that you have experienced an unavoidable delay, please call the main school number, 020 8343 9988, if there is no answer please call the out of hours mobile emailed to parents in the newsmail regularly. Parents who are late in collecting their children will incur the following penalties:

**First late:** warning

**Second late:** further warning plus a fine

**Third late:** fine and suspension of ASC

Fines: £10 for the first 10 minutes and £5 per 10 minutes thereafter. In the event that a child is left for more than 45mins following the end of the ASC, we are required to inform social services.

**Attendance, Behaviour and Learning:** For children in Reception and Year 1 the school day can be very tiring, particularly at the start of the year. For children in these classes, staying at school for prolonged periods can have a detrimental effect on learning and behaviour. As such, it may be necessary to limit access to extended school services. If we experience problems with behaviour or learning in school, we reserve the right to limit service, giving a minimum of three days notice, to allow alternative arrangements to be made. By accepting these terms and conditions, you are agreeing to make alternative arrangements for your child(ren) if asked to do so by the Headteacher, without qualification.

Reception children are only permitted to attend a maximum of three extended school sessions a week during the first term and only following the completion of the staggered entry period.

**Quality of care:** All extended school services operate under the same policies and procedures of Alma Primary, including medication, sickness and behaviour. Only adults registered to collect from school using the 'authorisation to collect' system are able to collect your child(ren) from ASC. You must inform us, either via email, or in writing, if someone other than registered individuals will be

collecting your child from ASC before 3:30pm on the day or else call the out of hours phone number for last minute changes.

Children who are ill cannot attend BC or ASC. As with school, in the event of sickness or diarrhoea, children must be kept off school for at least the minimum required period following their last bout of sickness or diarrhoea.

**Withdrawal of service:** In the event that we are unable to staff the BC or ASC for any reason, we will give the maximum notice possible and expect you to make alternative arrangements for your child at the start and/or end of the school day.

**Payment:** Payment for the full term is due by the beginning of term to secure your child's place. Places may not be held beyond the first week of term if payment has not been received. Once term has started, there is an obligation to pay for the full term and refunds will not be made for non-attendance or cancelled sessions. Payment for wraparound care can be made in the Arbor School Shop, tax free childcare and childcare vouchers.

**Refunds:** Parents commit for a full term at a time and agree to pay **in advance** for the full period. Payment is non-refundable. Spaces are allocated on a termly basis and changes to provision may be requested term-by-term. You will be asked to confirm your requirements in advance of each term. We are unable to provide refunds for sickness, absences or last minute school closures from BC or ASC.

**Concerns:** If you have any concerns please speak initially to the BC or ASC staff. In the event you are unsatisfied or are unable to speak to the BC or ASC staff, or these concerns are not appropriate to be discussed with them, please address concerns to the Headteacher via the school office.

**Adhoc BC & ASC:** For use of adhoc BC you must e-mail [office@almaprimary.org](mailto:office@almaprimary.org) at the earliest opportunity using '**Breakfast Club**' as the email subject. You will receive a confirmation response. **Please do not bring your child to the breakfast club without confirmation.**

For use of adhoc ASC you must phone the school office to check for availability by 2.30pm that day. **If you have left a message or sent an e-mail you must wait for a response before assuming a space is available.**

**Attendance at our extended school services implies confirmation of your agreement to our terms and conditions.**