



Ashley Road  
Walton on Thames  
Surrey KT12 1HX  
Tel 01932 227695

Revised: February 2025

Next Review: July 2025

## **BREAKFAST AND AFTER SCHOOL CLUB**

### **TERMS AND CONDITIONS**

The interim Manager of extended care provision is Mrs R Rudman

The Deputy Manager of extended care provision is Miss C Heavens

Email: [extcare@ashley.surrey.sch.uk](mailto:extcare@ashley.surrey.sch.uk)

School telephone number: 01932 227 695 Mobile: 07895 862292

#### **The aim of the Breakfast and After School Club:**

Is to provide a safe, stimulating, and caring environment where children and parents are welcome and valued. We believe that it is important to work together with parents to ensure their children's best interests are met.

#### **How to book a place:**

If you would like to book a place for your child for a regular session in either Breakfast or After School club, you will need to complete an application form. **An online application form must be completed for each child.** Please contact the school office and request the link to be emailed to you. Please note that we are usually over-subscribed for After School Club and cannot guarantee that 'ad hoc' places will be available. You will be notified in writing if you have been allocated a place for your child. Bookings must be made using **Scopay** with effect Tuesday, 22 April 2025. Sessions will be released on a weekly/monthly basis. Payment will be due for all required sessions at the time of booking.

Places are allocated as follows:

- Current enrolled children are rolled over to the next year.
- New Reception children will be allocated two After School Club sessions (days) per week.
- Siblings of children who are currently enrolled.
- Waiting list – Parents who completed the Expression of Interest form and are on the waiting list for next year.

It is a condition of booking After School Club sessions that you accept the Terms and Conditions. Terms and Conditions are reviewed annually. There may be occasions when amendments to terms and conditions are necessary prior to the annual review; parents will be notified of these changes in writing.

#### **OPENING HOURS – TERM TIME ONLY**

**Breakfast Club** is open Monday - Friday from 7:30am until the children go into class at 08:30am (please arrive by 8:15am to order breakfast). Children can be dropped off at any time after 07:30am. Entry to the Breakfast Club is via the main school office. School staff are not responsible for any children arriving prior to 7:30am.

**After School Club** is open Monday - Friday from 3.25pm until 6.00pm. Late collection fees will be applied to your Scopay account after a warning issued in line with the late collection fees paragraph.

### **Breakfast Club**

2024-25 fees: £6.50 Cost per session (including breakfast)

Children enter the Breakfast Club via the school office and will need to be signed in by their parent. At the start of the school day, staff will escort Reception and Year 1 children to their classrooms. The children in Years 2-6 will make their own way to their classrooms.

If your child is absent from Breakfast Club due to sickness, please inform the school office in the usual way, before 9:00am.

### **After School Club**

2024-25 fees: £14.00 Cost per session (including snack)

### **Collection of children**

Please ensure that the school is informed of the adult(s) who will be regularly collecting your child. Children are not allowed to be collected by anyone under the age of 16 years.

Year 5 and Year 6 children who usually walk home after school will not be permitted to walk home alone from After School Club and MUST be collected in person by an adult whose has consent to collect your child from the After School Club.

### **It is imperative that you inform the club/school if your child is being collected from school and not attending a booked session.**

Parents will be able to change or cancel a session up to 24 hours prior to a child attending a specific session without incurring a charge. Any change or cancellation after this point is non-refundable.

If a child will not be attending a session, the office should be contacted before 14:00pm on [extcare@ashley.surrey.sch.uk](mailto:extcare@ashley.surrey.sch.uk) or 01932 227695 By making a booking Terms and Conditions are agreed to, and the pupil will be expected to attend the club.

If a child is on the register for After School Club and they do not attend, a staff member must then ascertain where the child is, which sometimes involves a telephone call to the parent. This obviously takes that staff member away from the other children and from their normal duties which results in a safeguarding concern. Repeated failure to inform the After School Club of a child's absence may jeopardise their place at After School Club.

Reception and Year 1 children will be collected from their class and escorted to the Club by a member of staff. All other children will make their own way to the Club from their classrooms. When collecting your child, please ring the bell at the main school office. You will be required to sign to confirm that you have collected your child. If you are going to be late, please ensure that you call as soon as possible using the dedicated mobile phone number – 07895 862292.

If anyone other than one of the authorised persons is collecting your child from After School Club, you must inform the school office so that the message can be relayed to the After School Club staff.

### **Late collection of children**

Late collection fees for collection after 18:00pm will be applied to your Scopay account after a warning issued in line with the late collection rules. If a parent is late on numerous occasions, we reserve the right to withdraw a child's place. If you are running late to collect your child, please phone the after-hours number: 07895 862292.

On the first occasion that a child is collected late, parents/carers will be reminded of the late collection rules and their reasons for the lateness discussed.

On the second occasion that a child is collected late, parents/carers will again be reminded of the late collection rules and £1 per minute late fees will be added to the child's Scopay account. Until



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the fee is settled, no further bookings will be able to be made. Late fees must be paid via the online payment system within 48 hours.

### **Payment**

Payment can be made weekly/ monthly in advance when booking on Scopay. If paying by Childcare Vouchers or Tax-Free Childcare, please see the attached documentation for full details. The charge is for the whole session, regardless of the time the child is dropped off or collected. The session fee is payable for all booked sessions.

In the case of an emergency, when childcare is required after the closing of the booking system, please contact the school office directly. Payment for ad hoc sessions must be made on the day of attendance before collecting the child.

Fees are reviewed annually before the start of the academic year. Please note that we reserve the right to refuse access to a child as a result of payment arrears. If paying with childcare vouchers, please ensure that you have notified the school office of your voucher company by emailing: [extcare@ashley.surrey.sch.uk](mailto:extcare@ashley.surrey.sch.uk)

You may change or cancel sessions up to 24 hours prior to your child attending a session without incurring a charge. Any change or cancellation after this time will be non-refundable.

### **Behaviour**

Both clubs follow a consistent system which is used throughout the children's school day. Both clubs will implement the same consequences that are used within the main school during school hours. Parent's will be notified if there are any issues concerning a child's behaviour.

Please be aware that we reserve the right to refuse access to this facility for any parent or carer who refuses to abide by the procedures and protocols in place to ensure the safety and welfare of our children and staff. Also, please be aware that we reserve the right to refuse access to this facility for any child who persistently misbehaves or behaves in a manner that puts themselves, others, or property at risk of harm or damage.

First offence – Warning of suspension from Wraparound Care

Second offence – Final warning of suspension from Wraparound Care

Third offence – Suspension from Wraparound Care

### **Sickness, Accidents and First Aid**

If your child becomes unwell whilst at the club, we will contact you so that you can arrange for them to be collected as soon as possible. We reserve the right to take your child to hospital in an emergency. Every precaution is taken to ensure the safety of the children. If your child has a minor injury, whilst in our care, first aid will be carried out. An injury slip will be filled in by the adult who dealt with the injury, and you will receive a copy of the slip and be informed when you collect your child. A trained First Aider will always be present at the Club.

### **Non-attendance, changes to days and cancelling your place**

Please note that booked sessions must be regularly attended. We reserve the right to withdraw sessions booked for your child if they do not regularly attend. Sessions cannot be booked and paid for 'just in case they are required'.

If you no longer require your child's place, you must advise the school via email:

[extcare@ashley.surrey.sch.uk](mailto:extcare@ashley.surrey.sch.uk) . Requests for changes to the days your child attends must be put in writing and cannot be guaranteed.

### **Activities**

There is a planned programme of activities available each day to ensure that children are offered a variety of stimulating and interesting choices. Weather permitting, there are opportunities for outside play in the playground and on the field. These sessions are always fully supervised.

### **Refreshments**

Refreshments are provided by Ashley Primary's caterers, Caterlink. A healthy breakfast will be served during the Breakfast club. This will include a hot or cold option, fruit, cereal and juice or milk. At After School Club, a variety of hot and cold options will be served, including freshly made cake / biscuits, fruit and vegetables.

*There will be plenty of fruit available and water.*

Please ensure that you notify us of any dietary requirements or allergies via the online application form when registering your child for the first time at Breakfast or After School Clubs. Children with food allergies will be served an alternative. Should needs change once enrolled, please contact the school office who will update your child's records accordingly.

### **School Policies**

All school policies apply to the extended school day. These policies are published on the school website.

### **Staff**

All Ashley staff have valid enhanced Disclosure & Barring Service (DBS) checks and have received training in Child Safeguarding, First Aid and Fire Procedures. At least one member of staff has Paediatric First Aid Training and there is always a Designated Safeguarding Lead (DSL) on site. The Designated Safeguarding Leads are all members of the SLT, as well as the Deputy Manager of the Wrap Around Care Provision.

Ashley C of E Primary School is committed to Safeguarding and promoting the welfare of children. To achieve our commitment, we will ensure continuous improvement and development of robust Safeguarding processes and procedures that promote a culture of Safeguarding amongst our staff.

### **Safeguarding**

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be actively listened to with a timely response.

Please read the policy on the Ashley CofE Primary School website or by clicking the following link.

[Safeguarding and Child Protection Policy September 2024](#)

The policy also informs parents and carers how we will safeguard their children whilst they are in our care.