

## Breakfast and After School Club Admissions Policy

### Admissions Criteria

The Shaftesbury Park Primary School Breakfast and After School Club is open to every family in the school community.

There are 66 places in the Breakfast and After School Club.

Places are offered on a 'first-come, first-served' basis. When all the places are filled, a waiting list will be established with priority given in the following order:

1. Siblings of children already attending.
2. Existing users who require a greater number of sessions each week.
3. Children of staff running extra-curricular clubs or otherwise working in the school.

### Enrolment

In order to enrol in the Breakfast and After School Club, registration documents must be completed and received by the School Office. These are available from the School Office and from the school website.

Places are limited and subject to availability and are allocated in accordance with our admissions criteria above.

Places offered will only be confirmed upon payment of the first week's fees.

### Operating hours

The operating hours of the After School Club are from 3:15pm to 6pm. In accordance with the After School Club contract, a late fee of £5 per 5 minutes per child will be charged for any child left at the school after this time.

Please note repeated late collection from the After School Club will result in your child's place being withdrawn.

### Fees

Breakfast	£4.30
After School Club	£10.70 (£8.60 sibling rate)

Payment should be made in advance either directly through the Tucasi scopay.com online payment system or via childcare vouchers.

Please note, all fees are payable irrespective of absence or participation in another after school activity or trip.

Any queries with your bill should be addressed to the School Office.

### Ad-hoc Sessions

An ad-hoc session is any session outside of those agreed.

The Breakfast and After School Club is a contracted service. We are unable to accommodate ad-hoc sessions.

## **Amendments and Cancellations**

In order to amend or cancel the Breakfast/After School Club sessions your child attends, you must submit the appropriate forms to the School Office. These are available from the School Office and from the school website.

All requests for amendment/cancellation are subject to one month's notice.

## **Expected Standards of Behaviour**

Whilst attending the Breakfast and After School Club, children are expected to behave in the same manner as during the rest of the school day, i.e. in accordance with the School's Behaviour Management Policy. Staff will discuss concerns with parents at the earliest possible opportunity.

Persistent unacceptable behaviour may result in your child's place being withdrawn.

## **Special Educational Needs**

Where a child has a specific need, including a disability, admission will be based on:  
All parties agreeing that the environment is appropriate for the child  
Liaison being arranged with relevant professional support networks if applicable  
The degree of integration being acceptable, given staffing levels.  
Emergency admissions will be at the discretion of the school.