

Fairlawn Green, Shinfield Rise,
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www.whiteknights.wokingham.sch.uk
 @WokinghamKnight

Whiteknights Primary School

Growing Greatness



Headteacher Mr F Walker

Whiteknights Breakfast Club and After School Club ('the Extended Care') Registration & Charging Policy

Registration

If you are interested in enrolling your child in our Extended Care you must complete the registration form and pay a £10 non-refundable registration fee. The registration fee is paid via your ScoPay account. You will then be given access to the Extended Care booking section in ScoPay.

Booking

Before you are able to book a session in Extended Care, you must have a positive balance in your Extended Care account. Families using Childcare Vouchers can book sessions regardless of the balance. The account balance will show the amount required from your Childcare Voucher Provider. Childcare balances will need to be reconciled on a monthly basis.

The Breakfast Club account offers the option **B** to book a session @ £4.00 per session.

When booking an After School Club session, select the **A** account @ £9.50 per session. The **L** code is reserved for our administrative purposes only.

All sessions must be booked 7 days in advance. After that deadline, the session will close and you will no longer be able to book or change a session on that date. Any sessions cancelled more than 7 days in advance will be credited back to your account.

Fees will be reviewed annually by the club. Parents/carers will be provided with a minimum of half a term's notice, by letter, detailing any change to fees.

Late Collection Fee

The After School Club closes at 6.00pm. Children must be collected promptly. A late collection fee will be charged at a rate of £10 for the first 15 minutes and then £5 per 5 minutes after that. Charges for late collections will be added to your ScoPay account on the following day and must be settled within 7 days of issue. Late collection charges are automatically applied after 6pm and are non-negotiable.

If you are not able to collect your child on time for example, due to traffic, the After School Club Supervisor needs to be notified as soon as possible via mobile number 07434 805703. If a child has not been collected by 6.30pm and no notification has been received, the school will contact social services directly.

Cancellations / Attendance

If any child/children are unable to attend a pre-booked session parents/carers **must** inform the Supervisor, the school office or email admin@whiteknights.wokingham.sch.uk. This is to ensure that staff have an up to date record of the number of children they are expecting.



WOKINGHAM
BOROUGH COUNCIL



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In the event of a cancellation or a child leaving the school, payments received via childcare vouchers or the Tax Free Childcare scheme cannot be refunded under any circumstances.

The Supervisor will keep all parents/carers informed of any behaviour issues that arise during the sessions as appropriate.

Withdrawal of Facility

The club reserves the right to withdraw the use of this facility in the following circumstances:

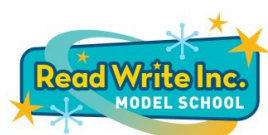
1. Should the parents/users contravene any of the conditions contained in the Club's Terms and Conditions after sufficient notice has been served. Sufficient notice constitutes one verbal notification and one written notification.
2. Should any child appear unsettled or unhappy continually during Club sessions.
3. Where it is the opinion of the Supervisor and the Headteacher that the continued attendance would be to the detriment of the child, other club members or staff. In such circumstances refund of fees will not be possible.
4. Where it is the opinion of the Supervisor and the Headteacher that the child is insufficiently toilet trained.

Medical and Dietary Information

The Extended Schools Clubs will use medical and dietary information as provided to the school by the parents/carers. It is the responsibility of the parents/carers to ensure that the information we hold on your child is kept up to date.

Please note, the club is not responsible for any loss or damage to personal belongings.

By paying the £10 registration fee, you agree to abide by all of the above terms, conditions and policies.



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