



Whiteknights

Growing Greatness

Whiteknights Primary School
Fairlawn Green, Shinfield Rise,
Reading, Berkshire, RG2 8EP
Telephone: 0118 987 2588
admin@whiteknights.wokingham.sch.uk
www.whiteknights.wokingham.sch.uk
@wokingham_knight 
Headteacher: Mrs B Reynolds

Whiteknights Extended Care: Breakfast Club, After School Club and Nursery Lunch Club Registration and Charging Policy

Registration

Breakfast Club and After School Club:

If you are interested in enrolling your child in our Breakfast Club or After School Club 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 Breakfast Club and After School Club booking section in ScoPay.

Nursery Lunch Club:

If you have registered for Nursery Lunch Club, a £10 registration fee will be added to your first Nursery invoice.

Booking

Breakfast Club and After School Club:

Before you are able to book a session in Breakfast Club or After School Club, you must have a positive balance in your Breakfast Club or After School Club accounts. 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 1 day 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 1 day in advance will be credited back to your account.

Nursery Lunch Club:

Nursery Lunch Club sessions are confirmed prior to enrolment in Nursery and billed monthly in advance.

All Extended Care fees will be reviewed annually by the clubs. Parents/carers will be provided with a minimum of half a term's notice, detailing any change to fees.

Late Collection Fee

After School Club

The After School Club closes at 18:00. 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 and must be settled within 7 days of issue. Late collection charges are automatically applied after 18:00 and are non-negotiable.



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If a child has not been collected from After School Club by 18:30 and no notification has been received, the school will contact children's social care directly.

Nursery Lunch Club (where applicable)

Children must be collected from Nursery Lunch Club promptly, where applicable. 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 and must be settled within 7 days of issue. Late collection charges are applied automatically and are non-negotiable.

If you are not able to collect your child on time from After School Club or Nursery Lunch Club you must notify the school as soon as possible via the school phone number **0118 9872588**.

Cancellations / Attendance

Breakfast Club and After School Club:

As part of our safeguarding process, if a child is unable to attend a pre-booked session parents/carers must inform the Supervisor via the school office or email admin@whiteknights.wokingham.sch.uk

Chargeable Breakfast Club and After School Club sessions not cancelled 1 day in advance remain payable regardless of your child's attendance (unless the School has been closed due to exceptional circumstances).

Nursery Lunch Club:

Chargeable Nursery Lunch Club sessions remain payable regardless of your child's attendance (unless the School has been closed due to exceptional circumstances).

Nursery Lunch Club Sessions can be amended, where space is available, with written agreement prior to the beginning of each academic term.

Withdrawal of Facility

Whiteknights Extended Care reserve the right to withdraw the use of the facility in the following circumstances:

Breakfast Club and After School Club


1. Should the parents/users contravene any of the conditions contained in Breakfast Club or After School 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 the Breakfast Club or After School Club sessions.
3. Where it is the opinion of the Supervisor and Headteacher that the continued attendance would be to the detriment of the child, other members or staff. In such circumstances a 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.
5. Non-payment of chargeable Breakfast Club or After School Club sessions or fees.

The Breakfast Club and After School Club Supervisors will keep all parents/carers informed of any behaviour issues that arise during the sessions as appropriate.



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Nursery Lunch Club

1. Non-payment of chargeable Nursery Lunch Club sessions or fees.

Medical and Dietary Information

Extended Care will use medical and dietary information as provided in the Registration Form. 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, Whiteknights Extended Care 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.