



# Edinburgh Primary School

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### Extended Schools Terms and Conditions

Edinburgh Primary provides an affordable, safe and stimulating breakfast and tea time club for children who attend the school. All the facilities abide by the Children Act and work in accordance with the procedures and practices of the London Borough of Waltham Forest.

All clubs run term time only, after school activity clubs will not operate at the start and the end of terms.

**Breakfast Club** is led by school staff and runs from 7.30am to 8.50am. The cost is £5.50 per day which includes a cooked breakfast. The place must be booked via the school office who will ask you to fill in a registration form, the club can be used on an individual day basis. To reserve a place for the week, you must pay weekly in advance, on an individual day basis you must pay in advance of attendance via parent pay. If this is not adhered to, your place may be offered to another child as places are limited. Should your child be off for a day which has been booked you will be required to pay for that day.

**After school activity clubs** run from 3.30-4.30pm. The programme is published termly and children commit to the term. The clubs are a mixture of internal and external providers. All payments are made via parent pay for the whole term at the time of booking. The costs of the clubs are published when the programme is available. Refunds are not offered unless the club is cancelled by the school. Should the club be cancelled and parents/carers do not arrive to collect within 15 mins of the end of the school day the children will be placed in the tea time club and no refund will be issued. Frequent late collection from activity clubs will also incur a late charge should you child not be collected within 15 minutes from the end of the club.

**Tea time club** is run by school staff from 3.15 to 6pm each day. The session is structured to offer the children a variety of activities including outside play where possible. Edinburgh Primary School operates a healthy eating policy and a range of healthy snacks will be offered at each session. All snacks will follow the Borough's guidelines on healthy eating. A fortnightly menu will ensure parents and children know what will be on offer each day. The menu will change each term and will be displayed on the school website. We ask that you **do not** provide your child with their own snack for Tea time club.

It is important that you inform us if your child has any food allergies and/or specific dietary needs. Please notify us of any changes.

The current cost of the club which can only be booked in advance is £11.50 per day (£57.50 per week all payments must be paid one month in advance, parents will be given a monthly invoice). Should your child be off for a day that has been booked you will be required to pay for that day. Parents make a commitment to attend the club for the whole school year. 4 weeks written notice must be given to the school in writing to cancel the club or you may be charged.

**Emergency cover** can be arranged and charged at the day rate please call the school office if this is needed.

Parents will call the school mobile on **07541 800 749** after 3.15 if there are messages for the tea time leader will take responsibility for the call. Please do not call the mobile for any other school related issues this will need to go to the school office as the tea time team will not be able to deal with them. Late collection will be charged – see rates below.

### **Booking & Fees**

Once you book a place for a club you are making a commitment to that club, payment is required in advance for all clubs. If you pay by Tax Free scheme or childcare vouchers for breakfast or tea time club, payment is expected within 1 week of booking. You must email [teatimeclub@edinburgh.waltham.sch.uk](mailto:teatimeclub@edinburgh.waltham.sch.uk) (or the school if you pay vouchers for breakfast club) with full details of your payment, including date paid, amount paid and any reference number. The DFE link will be able to help you set this up <https://www.gov.uk/guidance/sign-up-to-tax-free-childcare-if-youre-a-childcare-provider>

**Schools 11 digit ID number for tax free child care vouchers is 50050877275**

We also have access to the following workplace schemes;

**Sodexo reference 917394**

**Computer Share reference 0026902344**

The school has to commit to the staff for all after-school clubs so we cannot offer a refund or swap to another club.

Payment Plan - Families on low incomes or who are having financial difficulties are encouraged to come and speak to the school to try and reach an appropriate arrangement. The school reserves the right to decline any request for special payment arrangements.

Failure to comply with these payment terms may result in your child losing the place and being unable to book future places.

### **Non-attendance**

Please notify the school office if your child will not be attending a session on an afternoon when they would usually attend. If your child experiences a long-term sickness, places and fees will be discussed with you and will be at the Head Teacher's discretion.

### **Late collection**

In the event of a child not being collected on time at the end of a session, every effort will be made to contact the parent/carer. If it is not possible to do so and the child is left uncollected for half an hour, and the staff remain unable to contact the child's legal guardian, then the Club Leader will contact the local Social Services Office for advice.

Should a child be collected late for any after school provision 3 times in one half term, the parent will be asked to make other arrangements and will not be allowed to participate in the club.

### **Late charges for tea time club which ends at 6pm.**

You must call ahead and advise TTC staff if you are going to be late.

Up to 5 minutes £5.00

Between 10 and 15 minutes £10.00

Late between 15 and 30 minutes £15.00

Later than 30 minutes social services will be contacted for advice.

You will need to meet with the SLT lead for clubs where the penalty will be discussed.

### **Cancellation**

This only applies to Breakfast Club and Tea Time club. If you wish to cancel your child's place we require 4 weeks' notice.

### **Health and Safety**

There is a qualified First Aider on site at all times. All first aid matters will be dealt with in line with whole-school procedures. By agreeing to the Terms and Conditions, you give permission for your child to be given treatment and/or taken to the nearest hospital in your absence, in the case of an emergency.

### **Behaviour Policy**

Children are expected to demonstrate good behaviour at all times during Extended School Provision, in-line with the school's behaviour policy. Where a child consistently demonstrates unacceptable behaviour, the parents and relevant staff will be involved in discussing the most appropriate response/action and may be withdrawn completely from Extended School Clubs.

### **Special Educational Needs**

Edinburgh Primary School extended school activities aim to provide a stimulating environment for all children attending the club. We provide an inclusive and supportive environment for all children.

### **Complaints procedure**

If for any reason you are not happy with the service provided at the Extended School Provision. Please speak to a member of staff. After that, should the matter not be resolved, a meeting should be arranged with Ms Bergin (out of hours provision senior leader). The meeting can be arranged by notifying the school office.