

ST RAPHAELS CATHOLIC PRIMARY SCHOOL BEFORE & AFTER SCHOOL EXTENDED PROVISION

From September 2020, and in response to the operational changes due to Covid-19, St Raphael's Catholic Primary School will be extending provision and offering parents before and after school extended care.

This will be for pupils of St Raphael's only and all funds generated from this provision will be re-invested into the school for the benefit of all pupils.

BEFORE & AFTER SCHOOL PROVISION

The before and after school extended care will be available on a daily basis as follows;

Before School Club Open at 8.15am £4.00 per day
After School Club Closes at 4.15pm £4.00 per day

The provision will be managed by school staff and children attending will be served breakfast and/or an afternoon snack depending on which session they attend.

Places will be limited initially to 25 children to ensure we still operate under the latest DFE guidance for social distancing. Places must be pre-booked for half term and fees will be collected on SchoolMoney.

Should you wish to register your interest for before or after school provision, please complete the form below, read the terms and conditions over leaf and sign the form returning it to the school office.

Please return the registration form and your booking for Autumn Term 1. Places will be allocated on a first come first served basis and we will hold a waiting list where necessary.

We will then contact you via email notifying you of payment details for September and your place will only be confirmed upon receipt of payment.

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BEFORE & AFTER SCHOOL EXTENDED PROVISION**

TERMS AND CONDITIONS

Registration: Please return your completed agreement along with the half termly booking form. If your child can be allocated a place you will be asked to make the first month payment (September 2020 – 3 Weeks) in advance to secure this. If your session of choice is full you will be added to a waiting list.

Booking: A booking form will be emailed to you in advance for each half term of the school year. You will need to complete and return this to re-confirm your child's place. Changes can not be made to the termly booking form, you can however add extra sessions if they are available. All sessions booked must be paid for. We are unable to refund fees for sessions not taken due to illness or absence.

Payment of fees: Each session has a standard rate of £4.00 per session. Monthly fees will be calculated from your booking form and payment is to be made by the parent / guardian in advance. All payments must be paid via the SchoolMoney portal. If fees are not paid promptly and are outstanding for more than 14 days then the school may request your child no longer attends the provision until the outstanding monies are paid.

Tax Free Childcare Vouchers: School accepts tax free childcare vouchers payments from a number of providers in respect of before and after school extended provision. Please contact Mrs Fletcher for further information.

Cancellation: After a place has been offered 7 days written notice must be given to the school.

Policies & Procedures: The before and after school extended provision is part of St Raphael's Catholic Primary School. All relevant school and local authority policies therefore apply. Copies of policies are available from the school office and are on the school website. These include the school's safeguarding, behaviour and health and safety policies.

Contacts: All pupils contact details will be taken from the St Raphael's SIMS Database. In addition, school will use text and email to contact parents.

I wish to register for the before and after school club extended provision and agree to these terms and conditions;

Full Name of Child:	
Phone:	
Email:	
Parent name:	
Signed:	
Date:	