

ST RAPHAELS CATHOLIC PRIMARY SCHOOL BEFORE & AFTER SCHOOL EXTENDED PROVISION

St Raphael's Catholic Primary School offer on-site wraparound provision for parents with before and after school extended care.

This is 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.

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 to 26 children to meet our staffing ratios. **Places must be pre-booked each half term and fees will be collected on a monthly basis via SchoolMoney.**

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

Please return the registration form (not required if previously completed) and your booking form 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 your place has been confirmed, you will then receive a payment notification from SchoolMoney for fees on a monthly basis.

BEFORE SCHOOL PROVISION

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

Before School Club	Open at 8.00am	£3.00 per day
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AFTER SCHOOL PROVISION

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

After School Club	Closes at 4.30pm	£4.00 per day
After School Club Only	Sibling Discount 25%	£3.00 per day

**ST RAPHAEL'S CATHOLIC PRIMARY SCHOOL
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 to secure this. If your session of choice is full you will be added to a waiting list.

Drop Off & Collection: All pupils are to be dropped off and collected at the entrance to the school hall after 8.00am and by 4.30pm. Staff will be outside in the morning from 8.00am-8.10am.

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 each half term. Changes cannot 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.

Late Bookings: Additionally, whilst we will make every effort to accommodate additional/late bookings we ask that these requests are made 48 hours in advance and in writing to admin@st-raphaels.tameside.sch.uk. For safeguarding reasons bookings with less than 48 hours' notice will be refused unless there is an emergency situation.

Payment of fees: Each morning session has a standard rate of £3.00 per session. Each afternoon session has a standard rate of £4.00 with a sibling reduction on the after school sessions only of 25%, £3.00 per session for siblings. 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.

Late Collection: After school provision closes at 4.30pm, where children are not collected by 4.30pm late collection charges will be applied, late collection is charged at £5.00 for each 30 minutes.

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. These can be transferred to the school and the school will log these onto school money. Please contact Mrs Fletcher for further information. Should you choose to pay using vouchers please email the confirmation of payment to admin@st-raphaels.tameside.sch.uk. All Tax Free voucher receipts will be reconciled at the end of each month against the bank statements.

Cancellation: After a place has been offered 7 days written notice must be given to the school. Should a place be cancelled within the month fees for that month will remain payable.

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:	