

## Extended Services Policy



**LOVE LEARN ACHIEVE**

### St John Fisher Mission Statement

The school, in partnership with parents, carers and with the parish of St John Fisher, offers to each one of its children a Catholic education centred on Christ, which enables them to grow in God's love, learning to be the best they can be in accordance with Christian values.

**Approved by:** Mrs. K. Blom

**Date:** June 2023

**Last reviewed on:** June 2023

**Next review due by:** June 2024



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**ADMISSION POLICY AND INFORMATION FOR PARENTS**  
**2023-2024**

**Mission Statement:**

**St John Fisher R C School, in partnership with parents and with the parish of St John Fisher, offers to each one of its children a Catholic education centred on Christ, which enables them to develop their talents in accordance with Christian values and principles and which throughout all aspects of school life presents Christ's ministry of love and reconciliation.**

**Introduction:**

The Clubs provide support for parents and carers outside of school hours

- **Early Bird Breakfast Club (BC) hours: 07.30 – 08.30 am**
- **Fisher Fun Afterschool Club (ASC) hours: 3.10 – 6.00 pm**

Please note that After School Club **will be closed** on the last day of each term:

- **20<sup>th</sup> December 2023**
- **28<sup>st</sup> March 2024**
- **24<sup>st</sup> July 2024**

However, Breakfast Club will be running on the above days.

All children who attend St. John Fisher Extended Services, will be valued, respected and listened to. All St John Fisher pupils, from Reception to Year 6, are entitled to join the Clubs.

**Aims & Objectives:**

The Clubs at St John Fisher R C Primary School aim to:

- provide a safe, secure and happy environment for every child
- provide a stimulating and well-organised environment, where the children can carry out a selection of activities, independently or with adult support
- provide healthy meals for both breakfast and afternoon sessions
- enable parents/carers to feel confident in the knowledge that their children are receiving good quality care
- extend the caring ethos of St John Fisher School and provide further opportunities to enhance their learning and personal development

### **Procedures for Admissions:**

This policy sets out:

- the way in which places will be allocated where demand exceeds the number of places available
- the process for booking and cancelling places
- the way in which payments must be made

This policy should be read in conjunction with the School Behaviour policy. The Club also follows the school's Anti Bullying, Complaints and Safeguarding policies.

Admissions are based on the following:

- The current maximum capacity for the club will be influenced by staffing resources available and offer at least 40 places breakfast club and 80 in after school club Monday to Friday.
- By booking the place the parent/carer accepts our terms and conditions outlined in this policy
- For both Breakfast and ASC places starting in September 2023, priority will be given to the children who have been attending the respective clubs on a contract basis from the previous school year or in our waiting list as of 25<sup>th</sup> May 23. This priority elapses on the 9<sup>th</sup> June 23.
- If places are then still available in either Breakfast or After School Club priority will be given to siblings of the children already allocated a place.
- Any remaining places for either Club (breakfast or afterschool) will be allocated to children in the order applications have been received.
- A waiting list will be put in place for children who cannot be offered a place.
- When a contract booking is made it will be assumed that the place will be required for the **full academic year** or the remainder of the academic year if the place is offered during the academic year. Cancellations are processed according to the terms set out below.

### **Booking places:**

If you would like to request a place in Extended Services please

- 1) Register for Kids Club at <https://st-johnfisher.kidsclubhq.co.uk/register>
- 2) Add your child info under "My Children" tab top menu
- 3) Go to the top menu tab "My Contracts" and request new contract for the club you are interested in;
- 4) System will ask you to fill in information about your child/children, start date and days you require. Please fill it in and complete the request.

Once new contract is requested, we will allocate places and approve contract from our end. You will receive an email confirming you have place.

### **Booking ad hoc places:**

At this time we don't allow ad hoc bookings because we are close to maximum capacity. We may review this should we decide to expand our service.

### **Payment:**

All payments must be made monthly in advance, no later than the first day that the child normally attends the club. Payments should be made online by Bank Transfer to the school account, with Childcare vouchers (if you are already registered with a provider) or by registering for a Government Child Care Account – further information can be found at [www.gov.uk/childcareaccount](http://www.gov.uk/childcareaccount). It is the parent/carers' responsibility to ensure that money is received by the Club on time. If payment of fees is not received, the place in the Club may be at risk.

### **Charges: from 1<sup>st</sup> September 2023**

Meals are included in the price below

<b>Breakfast Club</b>	<b>£7.50 per day</b>
<b>After School club – 1<sup>st</sup> child</b>	<b>£19.00 per day</b>
<b>After School club – siblings</b>	<b>£16.50 per day</b>

### **Charges for late collection from the After School Club**

- The last After School Club 'pick ups' are from 5:45-6:00pm. Staff are not paid to stay after these hours.
- Any pick up after 6:00pm is classified as late.
- Parents/carers will be charged £8 for every 10 minutes they are late. The charges will start from 6:05pm with the first charge being £8.
- If you are running late, **please call or text the wraparound mobile 07366 436929** to inform the staff.
- Parents/carers who are **persistently** late may be told that their child can no longer attend the Club.

### **Overdue Payments**

When a payment (including a payment due to a late collection) is a month in arrears, a letter or email will be sent asking for payment within 48 hours. A place in the club may be suspended after 48 hours has elapsed until the payment is made. If payments are received in arrears on more than two occasions, the Club may withdraw a child's place in the Club and will offer the place to a child on the waiting list. Parents/carers who are unable to meet their obligation to pay for a child's place in the Club should discuss the situation with the school business team immediately by emailing [finance@st-johnfisher.merton.sch.uk](mailto:finance@st-johnfisher.merton.sch.uk)

If following communication debt remains unpaid, we reserve the right to engage third party debt collection agency, and if we do so you must pay any costs that we incur in connection with the recovery of the unpaid debt (including the agency's fees and any legal fees).

### **Notice Period to terminate child's place at the Club:**

If a parent/carer no longer requires a session/s at the Club on a **regular basis**, they must give **4 weeks written notice** (by email to [wraparound@st-johnfisher.merton.sch.uk](mailto:wraparound@st-johnfisher.merton.sch.uk)) to withdraw from that place. Parents/carers will be required to pay for the place until 4 weeks has elapsed, irrespective of whether the place is taken up by another child, other than in exceptional circumstances (see below in absence section)

**Absence:**

If a child is absent from the Club on a given day, parents/carers must inform the Extended Services Manager no later than 2.00pm, even if they know that they will be charged for the non-attendance. This is to ensure that staff do not spend time looking for children who are not due to be in After School Club, and to ensure that children are safely dismissed by their class teacher at the end of the day rather than sent straight to After School Club. If a child is absent at very short notice, parents/carers should telephone the Extended Services Manager as well as sending an email. No refunds are given for days missed or cancelled except in exceptional circumstances; which include those where a child is unable to attend for reasons beyond parental/carer control – for example redundancy, bereavement or long term illness.

**The Role of Parents/Carers:**

Staff will work in partnership with parents/carers in order to provide consistency of care. An awareness of the various cultural, religious and ethnic backgrounds, dietary requirements, medical needs, special needs and differences is reflected in the practice and provision of the clubs.

**Safeguarding:**

The Clubs follow the school safeguarding procedures and all members of staff are trained in these. It might be necessary for a risk assessment to be carried out before a child is offered a place at the Club. Reasons for this include behavioural and physical needs that may need adjustments to be made to assure the safety and wellbeing of all in the setting.

**Complaints:**

The Clubs follow the school's Complaints Policy

**Ofsted**

The After School Club will be subject to OFSTED inspections as part of St John Fisher School Inspections.

**Data Protection**

All data collected will only be used for the purposes of the organisation of the wrap-around care at St John Fisher School and will be held in line with the School Data Protection Policy, the Data Protection Act 2018 and General Data Protection Regulation.

**Monitoring and review**

It is the responsibility of our Governing Body to agree and then monitor the school club admissions policy. The policy will be reviewed in June 2024.