

Extended Services Charging Statement

Bracken Lane Primary Academy

Edition – July 2023

Contents

1	Breakfast club	3
2	After school club	4
3	Appendix A	6
	Children of governors and staff	6
	Children of active service personnel	6

1 Breakfast club

The Breakfast Club is open to all children who attend the academy from 7.30am.

Enrolment and booking

To enrol your child(ren) in the Breakfast Club, a consent form must be completed by following this link: [Click here](#)

Due to staffing levels and to guarantee places, it is a requirement that places are booked and paid for at least one week in advance. We will always endeavour to accommodate ad hoc and last-minute bookings but due to statutory staffing ratios this may not always be possible.

Payment

Payment is due in advance through sQuid, our online payment system. Refunds will not be made for any missed booked sessions, please see the paragraph below on charges. Any unexpected or additional sessions that arise and are agreed by the academy must be paid for at the time of booking.

Charges

The current standard daily rate charge is outlined in Appendix A and includes breakfast providing the child(ren) arrive/s before 8.15am. Booked sessions will be charged for, irrespective of absences. We regret that this has to be enforced, but it is to ensure essential overheads relating to staffing provision are covered.

Included in the charge

Children will be cared for by members of Bracken Lane Primary Academy staff. A variety of age-appropriate activities will be available for the children to take part in. We also include quieter options to give the children the opportunity to relax with friends before the start of the school day if they wish to. Children are always supervised by a member of the BC team until their class teacher arrives.

Food and drink

A healthy breakfast will be served with a choice of cereal and milk, toast, fruit, diluted fruit squash and water.

2 After school club

Capacity

After School Club (ASC) is open to all children who attend the academy.

Enrolment

To enrol your child(ren) in the ASC a consent form must be completed by following this link: [Click here](#)

Due to staffing levels and to guarantee places, it is a requirement that places are booked and paid for at least one week in advance. We will endeavour to accommodate ad-hoc and last-minute bookings where possible but due to statutory staffing ratios this may not always be possible. Payments for these sessions will need to be made at the time of booking.

Sessions

ASC will run Monday to Friday during term-time only. Session times are as follows:

- end of school to 4:30pm
- and 4.30pm – 5:30pm

Collection after 5:30pm will result in a late collection payment of £20.00 per child being charged to cover staff and site staff costs.

Payment

Payment is due in advance through sQuid, our online payment system. Refunds will not be made for any missed booked sessions as staffing and other costs are still incurred, please see paragraph below on charges. We regret that this has to be enforced but is to ensure essential overheads relating to staffing provision are covered and to secure your child's place. Any late collection charges are payable straight away.

Charges

After School Club operates a flat rate charging policy as shown in Appendix A.

Included in the charge

Children will be cared for by members of Bracken Lane Primary Academy staff. ASC is a service provided by the Academy and although the children are not in school, we still follow the same Behaviour Policy. At ASC we aim to run a relaxed, fun and happy environment for the children to spend time in until they are collected to go home. A variety of age-appropriate activities will be available for the children to take part in, including quieter options to give the children the opportunity to relax if they wish to. The older children are also encouraged to complete their homework whilst at ASC.

Food and drink

A healthy finger food tea will be served, we do not recommend that it replaces an evening meal.

Examples of the types of foods that will be served include:

- toast with a variety of toppings
- sandwiches with a selection of fillings such as ham/chicken/cheese
- fruit, vegetable, salad snacks
- water/ sugar free squash

3 Appendix A

Breakfast club charges

£3.50 per session

Free school meals

Children in receipt of Free School Meals are entitled to a free place at Breakfast Club.

Children of governors and staff

Children (who attend a Primary Academy in the Trust) of governors visiting an Academy on governor related activities and children (who attend a Primary Academy in the Trust) of all full time Diverse Academies staff are entitled to a free place in Academy run Breakfast Clubs and After School Clubs.

The children (who attend a Primary Academy in the Trust) of part time and casual Diverse Academies staff are entitled to a free place in either Breakfast Club or After School Club only when the hours that that staff member is working would cause them to require childcare provision to enable them to work.

It is essential that overheads relating to staffing provision are covered and as the academies rely on paid places to run the extended services, should there only be the children of staff in attendance at either Breakfast Club or After School Club then the Academy reserves the right not to run that service.

After school club charges

After School Club operates a flat rate charging policy as follows:

From the end of the school day to 4:30pm: £4.00 per child

From 4:30pm – 5:30pm: £2.00 per child

This means that the charge from the end of school until 5:30pm is £6.00 in total per child per night.

Children of active service personnel

The children of active personnel are entitled to up to 20 hours of free access to extended services.

Eligibility criteria

- At least one partner (or single parent) must be serving as an Armed Forces Regular (including Full Time Reserve Service Full Commitment).
- Dependent children aged 4 to 11 must attend school (including home schooled children) and be living with the Serving person for the majority of the time unless separated due to service commitments (deployment, residential courses), or when on serving on

unaccompanied assignments overseas involuntarily with the family in the UK. Adopted children, children of long-term relationships and domestic partner children, where they meet the eligibility criteria, are eligible. Where the child is normally resident elsewhere for example with another natural parent or relative, the Service person will be unable to claim WAC funding. Foster children are not eligible, as WAC eligibility is based on Tax-Free Childcare (TFC) criteria set by HMRC, part of the eligibility criteria for TFC is that the parent has responsibility for the child. Fostered children are 'looked after children' and the Local Authority (LA) is responsible for them. The way the LA delivers its responsibility is by employing foster carers, but the LA remains responsible for the child.

- The partner of the Service person must be in paid employment, starting or restarting work within the next 31 days (earning the equivalent of 16 hours at national minimum / living wage). Both partners must each have an adjusted net income of £100,000 or less per annum.
- The WAC provider must be Ofsted, or equivalent, registered, including schools and childminder.
- A Tax-Free Childcare (TFC) account must be set up with HRMC for each child that Service Personnel wants to claim the funding for.
- The childcare provider must also be signed up to the TFC scheme.
- The Service parent has either an assignment order to a UK based unit or is serving on an unaccompanied assignment overseas involuntarily with the family residing in the UK.

To apply for the funding, Parents have to access the **[Discover My Benefits website](#)** and complete a form to ensure they meet the above criteria, if they are successful then we believe the payments will be processed in the same manner as Tax-Free Childcare Vouchers (TFC).

I have included the link to the information for you to read in your own time <https://www.gov.uk/guidance/childcare-for-service-children>

Late Collection

Collection after 5:30pm will result in a late collection payment of £20 per child being charged to cover staff and site staff costs.

Notice of any increase in charges : We will give one month's notice, in writing to parents, of any changes in charges.