



Extended Services Charging Statement November 2020

Office use

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Associated documents:			
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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: <https://forms.office.com/r/2b9SyLMAvm> 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. To book please email the school office office@brackenlaneprimary-ac.org.uk or ring 01777 705017. Payments are not taken as a booking. 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:

<https://forms.office.com/r/2b9SyLMAvm> 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. To book please email the school office office@brackenlaneprimary-ac.org.uk or ring 01777 705017. Payments are not taken as a booking 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 5:00pm
- and 5:00pm – 6:00pm

Collection after 6:00pm 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

The children (who attend the academy) of governors visiting the Academy on governor related activities and the children (who attend the academy) of all Diverse Academies staff are entitled to a free place in Breakfast Club.

Notice of any increase in charges

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

After school club charges

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

From the end of the school day to 5:00pm: £4.00 per child

From 5:00pm 6:00pm: £2.00 per child

This means that the charge from the end of school until 6:00pm is £6.00 in total per child per night.

Children of governors and staff

The children (who attend the academy) of governors visiting the Academy on governor related activities and the children (who attend the academy) of all Diverse Academies staff are entitled to a free place in After School Club.

Late Collection

Collection after 6:00pm will result in a late collection payment of £20.00 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.