TUXFORD
Primary Academy

Extended Services Charging Statement November 2020

Office use

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1 Breakfast Club

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

Enrolment and booking

To enrol your child(ren) in the Breakfast Club, a booking form must be completed. Sessions for your child(ren) should be selected at the time of enrolment. Due to staffing levels and to guarantee places, it is a requirement that places are booked and paid for a month 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

Charges will be invoiced in advance on a monthly basis. Payment is to be made in full by the last day of the month prior to the month they are billed for (for example, the invoice for October sessions will be issued early in September and fall due for payment before September 30th). Failure to pay in full by the due date will mean that your child cannot unfortunately attend the sessions. Refunds will not be made for any missed booked sessions, please see the paragraph below on charges. Any unexpected or additional sessions that arise during the month 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 the Extended Services Manager and Extended Services Assistants. 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 booking form must be completed. To guarantee sessions for your child(ren) we encourage places to be selected at time of enrolment. Due to staffing levels and to guarantee places, it is a requirement that places are booked and paid for a month 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 5:00pm
- and 5:00pm – 6:00pm

Collection after 6:00pm will result in a late collection payment of £20 per child being charged to cover staff and site staff costs.

Payment

Charges will be invoiced in advance on a monthly basis. All invoices are expected to be paid in full by the last day of the month prior to the month they are billed for (for example, the invoice for October sessions will be due for payment before September 30th). Failure to pay in full by the due date will mean that your child cannot unfortunately attend the sessions. 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 unexpected late collection charges that arise during the month will be added to the next month's invoice.

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 the Extended Services Manager and ASC Assistants. 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 5:00-6:00pm: £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 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.