BARCOMBE SCHOOL

AFTER SCHOOL CARE
PARENT/CARER INFORMATION
Monday – Thursday:- 3.15-5.30pm

It is our aim to create a relaxed, calm environment with structured activities for all ages in our provision for children in Reception through to Year 6. A snack plus fruit and drinks will be provided throughout the session and there will be flexibility with the use of rooms in the school and our outdoor space.

Opening times and charges are listed below, and you will see that we have three session periods and two pricing structures: –

Terms and Conditions

Pre Booked – for all bookings made and paid for at the end of the previous week.

Ad Hoc Sessions – for all bookings made during the week the sessions are required. It will be necessary for all sessions to be pre-booked, and paid for by 9am the day before the place is needed as we need to ensure we have adequate staff cover.

We are mindful that from time to time you may need to use the After School Care at short notice – we will do our best to accommodate but cannot guarantee a place.

Opening Times

Monday to Thursday during term time only and **not** on INSET days. 3.15m – 5.30pm

Charges		Pre Booked	Ad Hoc
Full Session	3.15pm – 5.30pm	£9.50	£11.00
Half Session	3.15pm – 4.15pm	£5.00	£ 5.50
Following an after school club	4.15pm – 5.30pm	£5.70	£ 6.60
We will accept child care vouchers – please see school office for further information.			

Refunds - will only be given in exceptional circumstances at the discretion of the Executive Headteacher, or for absence due to illness of more than two days.

Places – there are 15 available places per day, and if there is sufficient demand, we will try to create additional spaces, dependent on staffing and room availability. If there is insufficient demand, or other problems, the after school care will close. Should this be the case, we will give a minimum of six weeks' notice.

Booking & Payment – Complete and return the attached booking form, and pay online via Parent Pay. Contact the School Office if you are experiencing problems accessing your account. Bookings can be made up to one term in advance, and will only be secured once payment has been made. A full refund will be given if payment is received but a place is not available.

All bookings are on a strictly 'first come, first served' basis. Siblings will be given priority.

Late Collection Charges – We expect all children to be collected on time. **If you are late Collecting your child you WILL incur a charge.**

Supervision – The After School Care is led by Ms Cozens. There are trained first Aiders on site at all times. If a child has Special Educational Needs, we are not able to supply the same level of support so please consider this and speak to us before making a booking.