



St Paul's C of E Primary School
Meadow Road, Woodhouse Eaves, LE12 8SA Tel: 01509 890483
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E-mail: office@stpauls.risemat.co.uk
Headteacher: Mrs Lisa Gilchrist



Extended Services – Breakfast/After School Club
Terms and conditions 2024/2025

Numbers and demand for the extended services clubs have dramatically increased in recent years. Unfortunately last minute cancellations often mean a place cannot be offered to another child. Therefore, we ask that you only book for sessions you need.

The following procedure should be followed:-

Booking/ Charges

- **Breakfast/After school club will need to be booked for via the School Gateway App.** You will need to book your sessions online and you will be able to see your balance due. Please be advised that if you pay via childcare vouchers, these come through to school in arrears and your balance will be updated when the voucher has been received by the office.
- Once you have selected the sessions you need, you can select 'pay later' and are able to make payments as and when you require during that term.
- **In order to be able to book for the following term, any outstanding balances need to have been cleared. Failure to clear your balance will result in you not being able to make any future bookings.**

- The following deadlines for bookings apply:-

For GBC: By 4.30pm the previous day

For PP: By 9.00am on the day

- The following prices apply;

For GBC: £5.00 7.45am – 9.00am (Breakfast included)

For PP: £10.50 3.15pm – 6.00pm (Tea included)

For PP: £5.00 COLLECTING 4.30pm (No Tea)

For PP: £7.00 IF USED BETWEEN 4.30pm - 6.00pm AFTER AN ACTIVITY CLUB (Tea included)

For PP: £5.50 FRIDAYS ONLY 3.15pm – 5.00pm (No Tea)

Please make sure the correct price is selected at the time of booking.

- **Parents who arrive late, after 6pm (or 5pm on Fridays) to collect from Planet Play, will be charged an additional £5 per child, late collection fee.**

Cancelling

- **The deadline for cancellations is 12 midnight, on Friday, for the week ahead. No refunds/credits will be given if you cancel or amend a session after this time.**
- If your child is going to miss one of the sessions that has been booked, please call option 2 to let the staff know. No Refunds/credits will be given for last minute cancellations.
- If your child is on a trip, you must cancel their place by calling option 2 and you will not be charged.
- If your child is ill or sent home ill, please inform the office and school will cancel for you.
- Bookings or cancellations cannot be made via partnership books.

Please call the school on 01509 890483 using **OPTION 2 ONLY** for any additional information that breakfast/after school club staff may need to be informed of or to let them know if your child will not be attending. Please do not come to or ring the school office to book or cancel.

Drop off is between 7.45-8.15am, at the hall door only. Collections are from the school hall doors only, either at 4.30pm or between 5.30-6.00pm. Please use the Rawlins Close gates. You will be unable to drop off/collect your child from the School Office.

THESE BOOKING CONDITIONS MUST BE ADHERED TO IN ORDER TO MAINTAIN YOUR CHILD'S PLACE

Start children off on the way they should go, and even when they are old they will not turn from it.

Proverbs 22:6

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