

<b>Policy Name</b>	<b><i>Extended School Policy 2018/2019</i></b>
<b>Contact Person</b>	Mrs J. Andrews / Mrs Sue Burton
<b>Committee</b>	Finance
<b>Date of Approval- Finance</b>	12 <sup>th</sup> June 2018
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<b>Date of the next review</b>	June 2019

## MOOR HALL SCHOOL EXTENDED SCHOOL POLICY

This policy covers the provision and operation of care and activities outside of the school day.

Moorhens Before and After School Club (“Moorhens”) is a community facility for the benefit of pupils at Moor Hall Primary School and their families. Its mission is to provide quality care and play opportunities for children in our community within a safe, secure, warm and caring environment where children can play, learn and develop freely.

Moorhens will operate each day of school in three sessions:

- Breakfast Session:** 7:30am – 8:50 am (Free play)  
**Afternoon Session 1:** 3:20pm – 4:40 pm (Free play and Activity clubs)  
**Afternoon Session 2:** 4:40pm – 6:00 pm (Free play)

NB: Each activity club lasts for 1 hour and the above times allow for registration, changing, a snack and dismissal.

### Pricing

- Registration Fee - £12.00 per child (one off payment for all new registrations with Moorhens for the school year beginning September 2018 onwards).
- Advanced Bookings - £5.00 per session.
- Ad hoc Bookings - £6.00 per session.
- Late Collection Fee (after 6pm) - £12.00 per child on each occasion.

Breakfast is provided for the children in the morning session; a snack and a drink are provided in each of the afternoon sessions.

At the end of the school day, children who are not collected from school by 3.30pm will be taken to Moorhens and parents will be asked to pay the normal ad hoc rate for each afternoon session taken up. The situation will be monitored, and if this occurs regularly, families will be asked to discuss the matter with the Head Teacher, for reasons of health and safety.

Parents and carers failing to collect their children by 4:40pm, the end of the first afternoon session, either free play or activity club, will be charged the normal ad hoc rate for afternoon session 2.

Parents or carers failing to collect their children by 6:00pm, the end of afternoon session 2, will be charged an additional £12.00 late collection fee.

## Booking

A registration form must be completed for all children who attend Moorhens.

Advance bookings for Moorhens must be made one half-term in advance using an advance booking form. This must be received by the last Monday of each half term and will only be accepted if accompanied by full payment.

Ad hoc or flexible bookings can be made by phone, as long as a sufficient deposit has been made to cover the cost. These bookings are subject to availability. Please telephone Moorhens on (07778 207295) between the hours of 7:30am - 9:00am and 3:00pm – 6:00 pm, or provided 24 hour notice is given, by e-mail: [moorhens@moorhall.bham.sch.uk](mailto:moorhens@moorhall.bham.sch.uk)

Same day bookings must be made by 9:00am of that day. (subject to availability)

Moorhens will notify parents in the event of their child/ren not securing a place on an activity club or if a club is cancelled for any reason.

## Payments

The term **payment** refers to any payment made by cash, cheque or child care vouchers.

All payments are required in advance of using the provision. Services will not be available for use without advance payment. Payments can be made by cheque, cash or using Childcare Vouchers.

Details of advanced bookings with payment should be received by the last Monday of the previous half term. In the case of the autumn term, payments should be made no later than the first day back at school after the summer holiday.

Childcare Voucher payments must be received by the end of the first week of the half term to which it relates in order to secure the £5.00 sessional rate. Otherwise sessions will be charged at the higher rate of £6.00 per session. If the voucher allowance is insufficient to cover the costs due, additional payment will be required by either cheque or cash to make up the balance.

For flexible bookings (by telephone and email) a deposit of £30.00 per child is required upon the first booking. This will be used as credit against sessions (i.e. equates to 5 sessions). Once the credit is used up a further payment of £30.00 per child is required. Any of the deposit not used up at the end of the year will be carried forward, unless otherwise requested by the parent/carer.

## Cancellations

No cancellations or alterations will be accepted for advance bookings. We require 48 hours' notice in the event of cancellation of flexible bookings.

In the event of an activity club being cancelled by the school or extra-curricular school activities prevent a child from attending a Moorhens, then a credit will be carried forward on their account (unless a refund is specifically requested in writing by the parent/carer). Activity clubs may be cancelled if insufficient bookings are received to make it financially viable.

School will notify parents by e-mail if an activity club is cancelled at the last minute and arrangements will be made for the child to attend the free play sessions at Moorhens unless other alternatives have been requested by parents/carer.

Extenuating circumstances such as extended periods of illness will be considered on a case by case basis.

**Updated June 2018**