



Brindle St James' Church of England Primary School

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Website: - www.brindle-st-james.lancs.sch.uk

Headteacher: - Mrs T Austin

Out of hours policy 2025-26 (Agreed 28/4/2025)

School vision

A school family rooted in God's love

Ephesians 3:17: and that Christ may dwell in your hearts through faith, as you are being rooted and grounded in love.

Our provision

The staff of the out of hours clubs are employed by the Governing Body of Brindle St James' CE Primary School and are part of the Extended Services offered by the school. The extended service operates within all the policies adopted by the governing body of the school e.g. SEND policy, Behavior policy and Anti-bullying policy. Some of the school's policies can be found on the school website and additional policies can be obtained by request for a nominal printing fee.

Our commitment to you

Our school and out of hours club provisions will be seamless. Staff within the provision have the school's mission statement at the heart of all that they do.

- Children will be offered a snack each session - if arrival and departure times allow - with due regard for children's allergies and or diet variations due to vegetarianism or religious belief.
- Through careful planning of activities, children will enjoy a high-quality, creative and safe environment which enables them to grow academically, spiritually, physically, emotionally socially and promotes healthy life-styles.
- All staff will receive regular safeguarding and first aid training to ensure children are safe at all times.
- Preschool children will each be assigned a keyperson in accordance with the Early Years Foundation Stage Statutory Framework.

Session times

Morning sessions 7:45 - 8:40

Afternoon sessions 3:30 – 6:00

Children need to be signed in for breakfast sessions and out for each afternoon session.

Late collection

Children must be collected no later than 6:00pm. The last 15 minutes of the after school club session will be held in the school library. Parents will be issued with a written warning for any child who is picked up late after 6:00pm and it is expected that this should only be for rare situations, out of parents control. Parents are asked to make every effort to send another adult to collect children should they be held up. Should the child be collected after 6:00pm a £5 charge will be applied for

every 15 minutes. I.e. 1 min to 15 mins = £5, 16 mins to 30 mins = £10 etc. Frequently picking your child up late will result in the loss of places within the extended provision.

Staffing and booking (including additional sessions)

Staffing for our provision is based on a ratio of one adult to ten pupils as a maximum for reception to year 6 pupils and one to eight for preschool pupils.

Breakfast Club Manager: **Mrs J Flanagan**

After School Club Manager: **Mrs S Mullin**

The Breakfast Club Manager can be contacted via email at the school office using

j.flanagan@brindle-st-james.lancs.sch.uk .

The After School Club Manager can be contacted via email using s.mullin@brindle-st-james.lancs.sch.uk.

For last minute booking please phone school and select the out of hours club during opening hours using 01254 852379. When the club is closed, please phone the school office using the same phone number and select the school office. The full rate will be payable for additional sessions and must be paid within 10 days.

Any questions or concerns should be directed in the first instance to the school office or manager. The school's complaints procedure applies to the extended services provision.

Admission Criteria

If you require a place within our out-of-hours provision, please contact the school office or the relevant Club Manager directly who will be able to tell you if a place is available. You will be asked to fill in a contract identifying sessions required. This can be found as an appendix to this policy.

The number of places as of September 2025 available within our provision are as follows:

Maximum number of pupils per morning	Monday – 18 Tuesday – 18 Wednesday – 28 Thursday – 18 Friday 18
Maximum number of pupils per afternoon	Monday 18 Tuesday 28 Wednesday 28 Thursday 28

We will look to increase our staffing should there be a consistent volume of booking requests for this provision. If you cannot book your child onto a specific session, please ask to be placed on a waiting list which will be reviewed frequently for us to monitor and accommodate as many requests as possible.

Contracts

For families who require a regular place at the club, parents should complete a contract which will guarantee sessions if there is a place available. A discounted rate will be offered for children attending on a contract. Contracts will continue until your child leaves school, or it is amended by parents. **Should this policy be updated/ amended in any way, parents will need to complete**

another contract agreeing to the most recent terms and conditions but will not lose their child's place.

Should there be more demand than places available, places will be offered in the following order:

- 1. Children of staff working within the provision (this ensures we can maintain staffing levels)**
- 2. Siblings of pupils already using our extended services provision and who request and take up the greatest number of places. Requests will be ranked according to the total number of sessions requested that are available.**
- 3. Date of request and requiring the greatest number of sessions available.**
- 4. In the Summer Term a number of places will be reserved for the following year's new entrants to Reception Class. These will be offered to the new entrants using the priorities above.**

- A place will only be reserved and held for a new club member upon receipt of one months fees in advance.**
- We ask that you only request sessions that you will definitely need. There will be no refund for sessions held/reserved that are not required.**
- Upon completing the contract, children will receive a place for the days requested. Should you wish to make a change to this, one month's notice must be given.**
- Only in the case of both parents work variable shift patterns, flexibility will be given to days booked provided one months notice is always given and proof is shown of shift work. A headed letter from a line manager with confirmation of variable shift patterns would be suitable.**

Charges (From 1/9/25)

The Out of Hours Service offered by the Governors of Brindle St James' CE Primary School is in addition to services offered within the standard school day and therefore there is a charge for this. One paid month notice of cancellation of sessions/places must be given.

Places are charged at a flat sessional rate.

	Contract		Additional sessions		Sibling discount
	Breakfast club	After school club	Breakfast club	After school club	
Reception, KS1 & KS2	£5.25	£9.70	£5.75	£10.20	A 10% discount will be applied to any paid sessions where 2 or more siblings attend either on a contract or ad hock.
Preschool paid for sessions	£5.40	£13.50	£5.40	£13.50	

- Parents can pay using childcare vouchers and must indicate this on their contract or bring it to the manager's attention if ad hock.**
 - Fees are charged for each session reserved for pupils. Should a child be absent due to illness, alternative clubs, trips or residential holiday charges will still be made. This is necessary as staffing levels must be maintained during short-term changes due to such absences and places cannot be allocated to other pupils.**
 - In the event of unexpected school or extended school closures, no fees will be charged.**
 - Fees are payable a month in advance. An invoice will be issued and the final date for payment will be made clear.**
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- Payments can be accepted by childcare vouchers, or via ParentPay. If you have any problems accessing this, you must contact the office at your earliest convenience.
- The sibling discount will not be applied to funded preschool places. It can be applied to any paid places in the out of hours clubs.

Late Payment Fees

Should the invoice not be settled by the specified final date, a late payment fee will be levied. Late payment fees are cumulative and are charged at a rate of **£5 per invoice for each and every week past the final payment date.**

As the finances for the provision are tied to the school financial budget, it is necessary to ensure payments are made on time so that money is not drawn from the day-to-day running of the school and academic provision for our pupils.

- **Three successive late payment fees within a single month will result in losing places within the extended provision.**
 - **Continuous late payments will result in loss of places within the extended provision.**
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Appendix 1

Contract – Breakfast Club

Name of child _____

Name of Parent _____

Sessions Booked

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast					

I have read and understood the Out of Hours Policy including the terms and conditions. Please tick ☐

Do you intend to full or partially pay using childcare vouchers? Yes/ No Please circle

What is the name of the childcare voucher provider? _____

Each time parents make a payment using childcare vouchers they will need to notify the school office or Out of Hours Manager of their payment date and amount.

Charges

The out of hours Service offered by the Governors of Brindle St James' CE Primary School are in addition to services offered within the standard school day and therefore there is a charge for them. One paid month notice of cancellation of sessions/places must be given.

Places are charged at a flat sessional rate.

	Contract	Additional sessions	Sibling discount
	Breakfast club	Breakfast club	A 10% discount will be applied to any paid sessions where 2 or more siblings attend either on a contract or ad hock.
Reception, KS1 & KS2	£5.25	£5.75	
Preschool paid for sessions	£5.40	£5.40	

- Parents can pay using childcare vouchers and must indicate this on their contract or bring it to the managers attention if ad hock.
- Fees are charged for each session reserved for pupils. Should a child be absent due to illness, alternative clubs, trips or residential holiday charges will still be made. This is necessary as staffing levels must be maintained during short term changes due to such absences and places cannot be allocated to other pupils.
- In the event of unexpected school or extended school closures, no fees will be charged.
- Fees are payable a month in advance. An invoice will be issued and final date for payment will be made clear.
- Payments can be accepted by childcare vouchers, cash or cheque made payable to LCC. A combination can also be used. It is hoped that school will soon have ParentPay set up to allow for digital payments.
- The sibling discount will not be applied to funded preschool places. It can be applied to any paid places in the out of hours clubs.

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- Continuous late payments will result in loss of places within the extended provision.

Parent signature	Manager signature
Date this will be effective from	Date received by school

Appendix 2

Contract – After School Club

Name of child _____

Name of Parent _____

Sessions Booked

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
After School					

I have read and understood the Out of Hours Policy including the terms and conditions. Please tick ☐

Do you intend to full or partially pay using childcare vouchers? Yes/ No Please circle

What is the name of the childcare voucher provider? _____

Each time parents make a payment using childcare vouchers they will need to notify the school office or Out of Hours Manager of their payment date and amount.

Charges

The out of hours Service offered by the Governors of Brindle St James' CE Primary School are in addition to services offered within the standard school day and therefore there is a charge for them. One paid month notice of cancellation of sessions/places must be given.

Places are charged at a flat sessional rate.

	Contract	Additional sessions	Sibling discount
	After school club	After school club	A 10% discount will be applied to any paid sessions where 2 or more siblings attend either on a contract or ad hock.
Reception, KS1 & KS2	£9.70	£10.20	
Preschool paid for sessions	£13.50	£13.50	

- Parents can pay using childcare vouchers and must indicate this on their contract or bring it to the managers attention if ad hock.
- Fees are charged for each session reserved for pupils. Should a child be absent due to illness, alternative clubs, trips or residential holiday charges will still be made. This is necessary as staffing levels must be maintained during short term changes due to such absences and places cannot be allocated to other pupils.
- In the event of unexpected school or extended school closures, no fees will be charged.
- Fees are payable a month in advance. An invoice will be issued and final date for payment will be made clear.
- Payments can be accepted by childcare vouchers, cash or cheque made payable to LCC. A combination can also be used. It is hoped that school will soon have ParentPay set up to allow for digital payments.
- The sibling discount will not be applied to funded preschool places. It can be applied to any paid places in the out of hours clubs.

Late collection

Children must be collected no later than 5:45pm/ 6:00pm as of 6/1/25. Parents will be issued with a written warning for any child who is picked up late after 5:45pm/ 6:00pm and it is expected this this should only be for rare situations, out of parents control. Parents are asked to make every effort to send another adult to collect children should they be held up. Should the child be collected after 5:45pm/ 6:00pm a £5 charge will be applied for every 15 minutes. I.e. 1 min to 15 mins = £5, 16 mins to 30 mins = £10 etc. Frequently picking your child up late will result in the loss of places within the extended provision.

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- Continuous late payments will result in loss of places within the extended provision.

Parent signature	Manager signature
Date this will be effective from	Date received by school