



***'Where Children Come First'***

Seven Stars Primary School

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## **Seven Stars Primary School Breakfast and After School Club Terms and Conditions**

### **Fees and Times**

Seven Stars Primary School offer a breakfast and after school club facility and these are both chargeable to parents.

Breakfast Club (from 7.30am) is charged at £4.00 per day with a selection of breakfast items offered.

After School Club (till 5.30pm) is charged at £7.00 per day and children are given a snack and a drink.

Parents should advise school of any food allergies, intolerances or specific dietary requirements.

**On the last day of each term i.e. Christmas, Easter and Summer, after school club closes at 4.00pm.**

**These fees will be reviewed at regular intervals and are subject to change. Parents will be advised of any changes made through our usual channels of communication.**

### **Bookings**

These are to be made through our online payment system School Money (Eduspot) where we ask you to book and pay in advance. Bookings can be made up to the day before. The only exception to this is if you pay through the voucher system where we allow you to reserve the sessions and then once payment is received we will apply this to accounts. Alternatively, you may book through the school office who are able to take a card or cash payment. (Card payments are preferred due to limited opening hours at the bank to pay in cash).

If you do not have a School Money login, please contact the school office who can send you a password link to set this up.

### **Voucher Payments**

You must inform us that you are paying by vouchers and advise us of any reference number so that we can advise Lancashire County Council that the payment is for

Seven Stars Primary School. The voucher companies pay the costs to our school budget. The payments go into a central account at Lancashire County Council who then notify us through a monthly report which is usually done a month in arrears. It would be helpful if you could email the School Business Manager when you have sent a voucher payment to [bursar@seven-stars.lancs.sch.uk](mailto:bursar@seven-stars.lancs.sch.uk).

N.B. Student Finance for childcare pays 85% of the costs; the remainder is to be met by the parent.

If you think you may be entitled to help with childcare costs, there is more information here: <https://www.gov.uk/help-with-childcare-costs>

## **Cancellations**

If you wish to cancel any bookings please do so through School Money or telephone the school office. **Any cancellations of less than 24 hours, we will be unable to offer a refund and you will still be charged.**

## **Contact Details**

You must advise us of any changes in contact details i.e. telephone numbers, change of address, email addresses. This is so that we hold all the correct information for you and can contact you in case of emergency.

## **Late Collection Fee**

After School Club finishes at 5.30pm prompt and staff are not payed beyond this point. ***Please ensure that your child/ren are picked up promptly or we reserve the right to charge a £10 late collection fee.***

## **Uncollected Children**

If a child has not been collected by 5.30pm and no communication has been received from the parent. We will:

- The child's file is checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parent to collect their child from the setting - and whose telephone numbers are recorded on the Registration Form - are contacted.
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on the Registration Form or in their file.

- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- We contact the local authority children's social services care team. **If no one is available from the social services team, we will contact the Police.**
- The child stays at the setting in the care of two fully vetted workers until the child is safely collected either by the parents or by the social care worker.
- Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances do staff go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file.
- Depending on the circumstances, we reserve the right to charge parents for the additional hours worked by our staff. **This is in addition to the late collection fee.**
- Ofsted may be informed.

### **Unavoidable School Closure or Staff Absence**

In the event of an unavoidable school closure, all bookings for that day will be refunded.

In the event of staff being absent and not having sufficient staff to operate within legal safety adult to child ratio limits, we reserve the right to cancel the provision and will endeavour to contact parents as soon as possible if this occurs.

### **Financial Difficulty or Changeovers with Universal Credit**

If you are experiencing financial difficulty or dealing with a changeover from Universal Credit, please contact us to discuss alternative options. These conversations will be treated with confidentiality and sensitivity and we will always try to reach a solution that is mutually beneficial.