# BREAKFAST, SIBLING & AFTER SCHOOL CLUB

# FEES, CANCELLATION AND UNCOLLECTED CHILDREN

Breakfast Club: is open Monday to Friday from 8.10am – 8.30am and is available for children from Nursery – Year 6. The club is located in our School Hall.

Sibling Club: is open Monday to Friday until 3.30pm and is available to all children who have older siblings in KS2. The club is located in year group resource areas.

After School Club: is open Monday to Thursday from 3.30pm– 5.30pm and is available for children from Nursery – Year 6. The club is located in our School Hall.

The school rules and behaviour policy will be followed to ensure consistency for the children at the club.  We expect good behaviour and respect for others.  The afterschool club reserve the right to withdraw the service if a child’s behaviour is unacceptable.

Fees:

* The cost of the club is kept to a minimum to ensure access for all children.
* The cost per child is £9.50 per child / per session for After School Club, £2 per child / per session for Sibling Club and £4.50 per child / per session for Breakfast Club.
* We reserve the right to terminate your child’s place if fees are not paid promptly

Cancellation:

* If you wish to cancel this must be done by email to [admin@sinai.brent.sch.uk](mailto:admin@sinai.brent.sch.uk) by the end of the previous working day for Breakfast Club and by 8.00am that day for Sibling / After School Club to allow the place to be allocated to another child.
* The full fee will be charged for absences
* We do not offer swaps

Uncollected children:

* Parents / Guardians should ensure they collect their children promptly at the end of an After School Club session, from the assigned entrance (main entrance only).
* The session finishes at 5.30pm prompt.
* Children not collected on time will be taken to the School Office.
* If children are routinely collected late from the club parents / guardians will be contacted to discuss the situation. Continued late pick-ups may result in a parent being informed that their child is unable to attend the after school club.
* If you are late collecting your children more than 3 times within a term, this will result in your children having their space terminated from the club without refund.
* There will be a charge for late collection of £10 per child for the first 10 minutes. Collection after the first 10 minutes will be charged at £5 for every 5 minutes thereafter.
* The late payment fee should be paid on collection of your children or before 2:00pm the following day via ParentPay. Failure to make payment will result in your children being unable to attend after school club until payment has been made in full.
* If a parent / guardian is more than 15 minutes late in collecting their child the school will try and contact them using the contact details on file.
* If there is no response from the parent / guardian, messages will be left requesting that they contact the school immediately. The school will then try to contact the emergency contacts listed on the child’s registration form.
* If the school has been unable to contact the child’s parent / guardian after 30 minutes, the school will contact the Safeguarding Lead and the local Social Care team for advice.
* The child will remain in the care of the school staff, on the school premises if possible, until collected by the parent / guardian, or until placed in the care of the Social Care team.
* If it is not possible for the child to remain at the school premises, a note will be left on the door of the school informing the child’s parent / guardian where the child has been taken and leaving a contact number. A further message will be left on the parent / guardian’s telephone explaining events.

**Useful contacts**

Barnet MASH (multi-agency safeguarding hub): 0208 359 4066

Brent MASH: 020 8937 4300

Camden Children and Families Contact Service: 020 7974 3317 / 020 7974 4444

Harrow MASH: 020 8901 2690

Hertfordshire MASH: 0300 123 4043​

Head of Operations (Sinai Jewish Primary School) out of hours – 07867 913 279

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| Policy drafted | Date: May 2023 |
|  | Signed: **The Governing Board** |