EARLY BIRD and FISHER FUN CLUBS

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ADMISSION POLICY AND INFORMATION FOR PARENTS 2026-2027

Mission Statement:

St John Fisher R C School, in partnership with parents and with the parish of St John Fisher, offers to each one of its children a Catholic education centred on Christ, which enables them to develop their talents in accordance with Christian values and principles and which throughout all aspects of school life presents Christ's ministry of love and reconciliation.

Introduction:

The Clubs provide support for parents and carers outside of school hours

- **Early Bird Breakfast Club (BC) hours: 07.30 – 08.30 am**
- **Fisher Fun Afterschool Club (ASC) hours: 3.10 – 6.00 pm**

Please note that After School Club **will be open from 2pm to 5pm only** on the **last day of each term.**

- **Friday 18th December 2026: 2.00 – 5.00 pm**
- **Thursday 25th March 2027: 2.00 – 5.00 pm**
- **Friday 16th July 2027: 2.00 – 5.00 pm**

All children who attend St. John Fisher Extended Services, will be valued, respected and listened to. All St John Fisher pupils, from Nursery to Year 6, are entitled to join the Clubs.

Aims & Objectives:

The Clubs at St John Fisher R C Primary School aim to:

- provide a safe, secure and happy environment for every child
- provide a stimulating and well-organised environment, where the children can carry out a selection of activities, independently or with adult support
- provide healthy meals for both breakfast and afternoon sessions
- enable parents/carers to feel confident in the knowledge that their children are receiving good quality care
- extend the caring ethos of St John Fisher School and provide further opportunities to enhance their learning and personal development

Procedures for Admissions:

This policy sets out:

- the way in which places will be allocated where demand exceeds the number of places available
- the process for booking and cancelling places
- the way in which payments must be made

This policy should be read in conjunction with the School Behaviour policy. The Club also follows the school's Anti Bullying, Complaints and Safeguarding policies.

Admissions are based on the following:

- By booking the place the parent/carer accepts our terms and conditions outlined in this policy.
- A waiting list will be put in place for children who cannot be offered a place.
- When a contract booking is made it will be assumed that the place will be required for the **full academic year** or the remainder of the academic year if the place is offered during the academic year. Cancellations are processed according to the terms set out below.

Booking places on contract:

We offer two options: regular contracts and ad-hoc sessions. Regular contract are for the regular weekly sessions and we require 4 weeks' notice if you need to change or cancel the days.
If you would like to request a place in Extended Services for the **regular sessions** on contracted basis please

1) Register or login to Kids Club at https://st-johnfisher.kidsclubhq.co.uk/register or https://st-johnfisher.kidsclubhq.co.uk/login
2) Add your child info under "My Children" tab top menu if needed
3) Go to the top menu tab "My Contracts" and request a new contract for the club you are interested



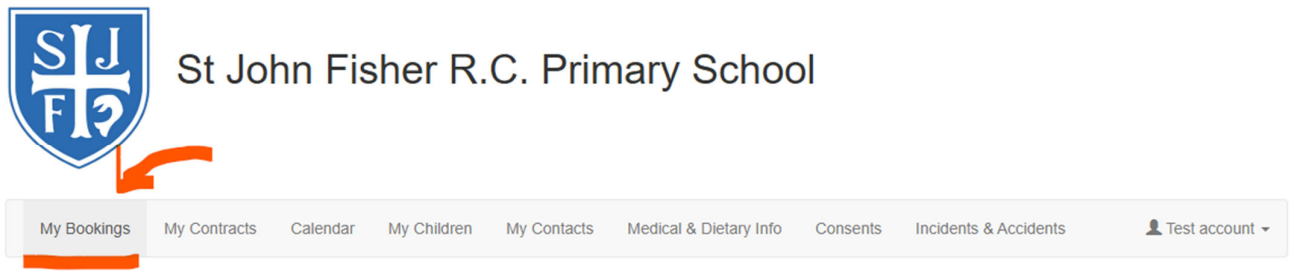
4) System will ask you to fill in information about your child/children, start date and days you require. **Please add medical and dietary requirements at this point if they are applicable to your child, even if you have already notified the school about them.**
5) Once you complete the request, we will allocate places and approve contract from our end. You will receive an email confirming you have a place.

Booking ad hoc places:

We can offer limited spaces for ad-hoc sessions for an emergency childcare. Ad-hoc sessions booking cut off time is 24 hours. For example, in order to book a place on Monday for After School Club, you have to send a request by 3pm Sunday. It has to be paid at the point of booking by Debit or Credit Card payment. We reserve the right to refuse ad-hoc bookings if we notice a pattern of regular bookings on a weekly basis.

In order to book an **ad-hoc** session please follow the steps below:

1) Register or login to Kids Club at https://st-johnfisher.kidsclubhq.co.uk/register or https://st-johnfisher.kidsclubhq.co.uk/login
2) Add your child/ren info under "My Children" tab top menu if needed
3) Go to the top menu tab "My Bookings" and press blue button "Start a New Booking for…" to choose a club



4) System will ask you to fill in information about your child/children, start date and days you require. **If you child has dietary allergies/requirements, they MUST be added at this point for the staff to check on the day. Please add them if they are applicable to your child, even if you have already notified the school about them before**
5) Please complete the request and arrange the payment by Credit or Debit card

Payments:

Regular contracts
All payments must be made monthly in advance, no later than the first day that the child normally attends the club. For regular contracts, payments can be made online by Debit or Credit cards (via Kids Club), Bank Transfer to the school account, with Childcare vouchers (if you are already registered with a provider) or by registering for Tax Free Childcare Account (further information can be found at www.gov.uk/childcareaccount). It is the parent/carers' responsibility to ensure that money is received by the Club on time. If payment is not received on time, the place in the Club may be at risk.

Ad-Hoc sessions
The ad-hoc session is confirmed only if the payments for ad-hoc session reach us before the start of the session. All unpaid ad-hoc sessions will be cancelled and child will not be able to attend.

Charges: from 1st September 2026

Meals are included in the price below

Sessions type	CONTRACT Per session	AD-HOC Per session
After School Club standard	£20.00	£24.00
After School Club Sibling	£17.00	£21.00
Breakfast club	£7.50	£10.00

Charges for late collection from the After School Club

- The last After School Club 'pick ups' are from 5:45-6:00pm (4:45-5pm on the last days of term). Staff are not paid to stay after these hours.
- Any pick up after 6:00pm is classified as late.
- Parents/carers will be charged £8 for every 10 minutes they are late. The charges will start from 6:05pm with the first charge being £8.
- If you are running late, **please call or text the wraparound mobile 07366 436929** to inform the staff.
- Parents/carers who are **persistently** late may be told that their child can no longer attend the Club.

Overdue Payments

When a payment (including a payment due to a late collection) is a month in arrears, a letter or email will be sent asking for payment within 48 hours. A place in the club may be suspended after 48 hours has elapsed until the payment is made. If payments are received in arrears on more than two occasions, the Club may withdraw a child's place in the Club and will offer the place to a child on the waiting list. Parents/carers who are unable to meet their obligation to pay for a child's place in the Club should discuss the situation with the school business team immediately by emailing finance@st-johnfisher.merton.sch.uk

If following communication debt remains unpaid, we reserve the right to engage third party debt collection agency, and if we do so you must pay any costs that we incur in connection with the recovery of the unpaid debt (including the agency's fees and any legal fees).

Parents/career with outstanding debt will not be able to book ad-hoc sessions.

Unpaid ad-hoc sessions will be cancelled and child will not be able to attend.

Notice Period to terminate child's place for regular contracts:

Contracts

If a parent/carer no longer requires contracted session/s at the Club, they must give **4 weeks written notice** (by email to wraparound@st-johnfisher.merton.sch.uk) to withdraw from that place. Parents/carers will be required to pay for the place until 4 weeks has elapsed, irrespective of whether the place is taken up by another child, other than in exceptional circumstances (see below in absence section).

Ad-Hoc sessions

All ad-hoc bookings are final once paid and non-refundable.

Absence:

If a child is absent from the Club on a given day, parents/carers must inform the Extended Services Manager no later than 2pm, even if they know that they will be charged for the non-attendance. This is to ensure that staff do not spend time looking for children who are not due to be in After School Club, and to ensure that children are safely dismissed by their class teacher at the end of the day rather than sent straight to After School Club. If a child is absent at very short notice, parents/carers should telephone the Extended Services Manager as well as sending an email. No refunds are given for days missed or cancelled on contract base, except in exceptional circumstances; which include those where a child is unable to attend for reasons beyond parental/carer control – for example redundancy, bereavement or long term illness. No refunds are given for the missed ad-hoc sessions.

The Role of Parents/Carers:

Staff will work in partnership with parents/carers in order to provide consistency of care. An awareness of the various cultural, religious and ethnic backgrounds, dietary requirements, medical needs, special needs and differences is reflected in the practice and provision of the clubs.

Safeguarding:

The Clubs follow the school safeguarding procedures and all members of staff are trained in these. It might be necessary for a risk assessment to be carried out before a child is offered a place at the Club. Reasons for this include behavioural and physical needs that may need adjustments to be made to assure the safety and wellbeing of all in the setting.

Complaints:

The Clubs follow the school's Complaints Policy.

Ofsted

The After School Club will be subject to OFSTED inspections as part of St John Fisher School Inspections.

Data Protection

All data collected will only be used for the purposes of the organisation of the wrap-around care at St John Fisher School and will be held in line with the School Data Protection Policy, the Data Protection Act 2018 and General Data Protection Regulation.

Monitoring and review

Extended Services Policy is agreed and monitored by school leaders on an annual basis. The policy will be reviewed in June 2027.