

Extended Provision Terms & Conditions 2023-24

1. Booking an EP place indicates that you accept these terms and conditions

1. Hours and Provision

- 1.1 The Breakfast Club Provision is open daily from 7.30am until school starts, every day of the school term.
- 1.2 The After-School Provision is open daily from 3.30pm to 5.30pm, every day of the school term.
- 1.3 The provision is available to children from Reception through to Year 6.
- 1.4 The provision is provided 5 days weekly, except where banks holidays occur, or otherwise advised.
- 1.5 Breakfast is provided.

2. Booking and Payment

- 2.1 Current fees are £4.30 for breakfast club and £7.50 for after school club per day. Late fees will be charged at £1.00 per minute, per child.
- 2.2 Bookings and payments for Extended Provision are made via our online payment system Parentpay.
- 2.3 Once an Extended Provision booking is confirmed, changes can only be made up to cut off point. After this point no refunds or changes can be made.
- 2.4 Cancellations after cut off will not be subject to a refund.
- 2.5 In the event of a booking option not being available this is likely to be due to the maximum number of bookings permitted having already been taken. If this should occur, please email littleoaks@oakleyvaleprimary.org
- 2.6 Extended Provision staff will have a register of children who have booked for the session and due to planned staffing ratios will not be able to accept additional children.
- 2.7 Fee changes are reviewed annually; parents will be notified 30 days before any changes and changes put through on Parentpay.
- 2.8 Failure to make settle outstanding charges may result in your child being removed from the provision.
- 2.9 Booking for each session must be made two working days before i.e. Monday 22nd January booking must be made by 11:59 on Wednesday 17th January.

3. Collection Arrangements for Children

- 3.1 Outside of school hours, you must ensure that your child is brought to Extended Provision and collected by someone over the age of 16 years. You will need to indicate, who may collect your child.
- 3.3 Children attending school clubs will still be required to pay for the full session in Extended Provision as staffing will have been arranged for the whole session.

4. Medical Care

4.1 The provision is not able to care for sick children. If your child becomes ill or has an accident, you will be contacted and asked to collect your child.

4.2 First Aid staff can administer prescribed medication. Permission forms must be completed.

5. Security and Safeguarding

5.1 It is the parents/carers responsibility to complete our data collection forms. You will need to provide and keep up to date details of your home, workplace and mobile telephone numbers together with details of any other person (such as a grandparent) to be contacted in the event of an emergency.

5.2 Access to the Extended Provision is via the pedestrian gate on Cheltenham Road. Collection from the studio side door.

5.3 In the event of school closure for any reason, the Extended Provision will also close, information will be made available on the school website and efforts to contact parents/carers individually will be made.

5.4 Photographs of children and the extended provision team may be shared online, promotional materials and in the media unless you have specified that your child does not have photo permissions on their pupil data form.

6. Staffing

6.1 Staffing ratios are based on risk assessments.

6.2 Staff are suitably qualified for children who do not require any form of special care and all are DBS checked.

7. Other

7.1 Children must be able to attend to their own personal hygiene, and be able to eat unassisted.

7.2 Sessions are structured with activities and games readily available.

7.3 Behaviour expectations are the same as children in school would be expected to follow.

7.4 We reserve the right to withdraw a place for any children not adhering to the appropriate behaviour expectations or we feel extended hours in school are not beneficial to the child.

7.5 Failure to persistently book a place or book incorrect times may lead to a suspension of placement until fees are settled.

8. Policies and Procedures

8.1 Policies applied are those of the Brooke Weston Trust which can be viewed from the Brooke Weston Trust or Oakley Vale Primary website.

8.2 The Extended Provision Coordinator and Oakley Vale Primary Senior Leaders reserve the right to adapt and amend the hours and provision provided at any time.

8.3 These terms and conditions are subject to change. An up to date version will be made available on the school website.



9. Communication

9.1 Telephone – 01536 461199

9.2 Out of school office hours mobile –07467680467

9.2 Email – littleoaks@oakleyvaleprimary.org