



The Pochin School - Breakfast & After School club

Information and Terms and Conditions

The Breakfast and After School Club will be open each day during term time. The Club is open from 7.30 a.m. to 8.30 a.m, and 3.30 pm to 5.30 pm.

The Breakfast and After School Club is subject to the school's existing policies and procedures. All our policies are available to view on the school's website - www.pochin.leics.sch.uk.

The After School Club Supervisor manages the day-to-day running of the club and the school office deals with all aspects of administration. You can contact the office on 0116 2692078 or by emailing sshilton@pochin.leics.sch.uk

Contact the school office if you would like to change or cancel any sessions. If you are going to be late to collect your child call the office before 3.45 pm or the mobile phone **07957 428525** after 3.45 pm.

Booking a Place

You will need to complete a booking form and return to the school office. Places are currently offered on first come, first served basis. One month's notice is required to cancel any sessions.

Breakfast Club

Monday - Friday, 7:30 a.m. - 8.30 a.m. £5.25 per session

Children will not be permitted in the building before 7:30 a.m. Breakfast will be provided and consists of cereals or toast, tea-cakes or muffins, on a rotational basis.

After School Club

Monday - Friday, 3.30 - 5:30pm, includes drinks and tea time snack. £10.00

Tea time snack - This is intended as a snack to stop children getting too hungry before having their dinner at home. We will persuade children to eat something, but, if they are not hungry, we will not force them to eat.

Other Charges

Late collection will be charged at a rate of £6 per child for each 15 minute interval or part thereof.

Payment of Fees - Regular Bookings

Fees are payable monthly in advance via Schoolcomms, the Government's Tax Free Childcare scheme or Childcare Vouchers. We cannot provide refunds for holidays or other short-term absences, including school trips. Parents paying via Childcare Voucher Schemes should screenshot the payment they've made and email it to dwoolerton@pochin.leics.sch.uk along with the sessions and dates required for the month ahead.

Ad-hoc Bookings

If spaces are available, ad hoc bookings may be made. Fees will be payable at the point of booking prior to the session being taken via a one off payment by Schoolcomms. This will need to be booked by 3 pm the previous day.

Voucher providers

We accept vouchers from any voucher provider, but need to know which one you would like to use so that we can set up an account. For further information please contact Dawn Woolerton directly at dwoolerton@pochin.leics.sch.uk. Payments via the Government's tax free childcare system are also accepted. Further information can be found at <https://www.gov.uk/government/news/tax-free-childcare-opens-to-all-eligible-families> More information about childcare vouchers can be found at: www.childcarevouchers.co.uk

Non-Payment of Fees

In the event non-payment of fees, the procedures outlined in the school's charging and remissions policy will be adhered to.

Behaviour

The Pochin School's behaviour policy applies to the Breakfast and After School Club. The Breakfast and After School Club reserves the right to terminate the places of any children not adhering to the Behaviour Policy.