



# Extended Provision – 2023-2024

## Terms and Conditions

Compass Primary Academy Extended Provision (EP) Services:

- \* Breakfast Club
- \* After School Club (Booked sessions, 4pm, 4.30pm & 5.30pm)

### 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 7.45am until school starts, every day of the school term.
- 1.2 The After School Provision is open daily from 3.20pm 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 providing your child arrives before 8.15am.

### 2. Booking and Payment

- 2.1 Current fees can be found via [www.compassprimary.org](http://www.compassprimary.org) (Breakfast Club = £4.50, After School 4pm collection = £4.00, 4.30pm collection = £5.50 & 5.30pm collection = £7.50). Late fees will be charged at £5.00 for the first 10 minutes, followed by £1.00 per minute, per child thereafter.
- 2.2 Bookings and payments for Extended Provision are made via our online parent pay solution WisePay.
- 2.3 Once an Extended Provision booking is confirmed, changes cannot be made and refunds will not be issued, this includes sickness or holiday.
- 2.4 Cancellations will not be subject to a refund.
- 2.5 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.
- 2.6 Fee changes are reviewed annually; any change will be featured on the school website and updated on our WisePay payment solution.

### 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.

3.2 You will need to indicate, who may collect your child and if they are permitted to travel to and from the Extended Provision without parental supervision.

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 Staff have limited access to school systems, therefore Extended Provision records about your child are held separately.

5.2 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.

5.3 Access to the Extended Provision is via the Windmill Avenue gate, the Extended Provision is located in the room next to Ladybird class. Parking is limited to the road only.

5.4 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.

5.5 Photographs of the children and the Extended Provision Team will be shared online on our social media pages. If this causes you any concern please contact the Extended Provision Manager.

5.6 Children may on occasions watch a DVD which may be rated as PG. If this causes you any concern please contact the Extended Provision Manager.

### 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.

6.3 Staff working at the provision will be able to bring their own children during their working hours, providing this has no impact on staffing ratios and risk assessments.

## 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.

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 Compass Primary Academy website.

8.2 The Extended Provision Manager and Compass Primary Academy 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 and when booking via WisePay.

## 9. Communication

9.1 Telephone – 01536 532707/07731 861824 Term Time

9.2 Email – [office@compassprimary.org](mailto:office@compassprimary.org)