



## **Breakfast & After School Care**

### **Pricing Policy**

At Overton CE Primary School After-School Club we believe in open communication with our parents and staff. We set our prices and charges in consultation with our customers and this pricing policy is presented to ensure that you fully understand our charging structure.

<b>Club</b>	<b>Times</b>	<b>Price</b>
Breakfast	07.30-to school starts	£ 6.00
After school	Half Session end of school to 16.30 (Mon-Fri)	£ 6.00
	Full Session end of school to 18.00 (Mon-Thurs)	£12.50

Please note that on a Fridays we only run a half session for After school club.

### **\* All payments must be made in advance of the session via School Money.**

This includes access to all our staffed facilities, craft materials, food and drink.

### **Late pick up**

In the case of a one off late pick-up of children we reserve the right to charge an extra fee of £2.00 for every 5 minutes or part thereof. This is to cover staff overtime costs that we incur and to deter late pick-up.

### **Illness**

If your child is off school/sent home due to illness we will cancel the club session for you and you will not be charged.

### **Absence**

If you need to cancel a club session, this must be cancelled within 24 hours of your booking. Any bookings that are not cancelled within this time frame will be charged at the full rate of that particular session in order to cover costs.

### **Last day of terms**

There will be no After school clubs on the last day of term i.e, when we break for Easter, Summer and Christmas holidays.

### **Childcare vouchers**

If you wish to use childcare vouchers for ASC and BC then please email [adminoffice@overton.hants.sch.uk](mailto:adminoffice@overton.hants.sch.uk) with the amount you will like to use, and then contact your provider and ask them to send us that amount. Once we have received the credit from the childcare voucher provider, we will then upload this on to your School Money account.

**However, please do not send over an excessive amount as we are unable to refund any amount of childcare vouchers.**



**Headteacher: Mrs. F. Wyeth**  
**Court Drove, Overton, Basingstoke, Hampshire, RG25 3ES**  
**Telephone: 01256 770249 - Fax: 01256 773052**





### Uncollected Children

We have the highest regard for safety of the children in our care, from the moment they arrive until the moment that they leave.

At the end of each session, we will ensure that all children are collected by a parent of authorised collector. If for some reason a child is not collected at the end of the session the following procedure will be activated:

- If a parent has not made contact and is late collecting their child, the Head Teacher will be informed.
- A member of staff will call the parent and any other emergency contact number, in order to try and ascertain the cause of the delay and how long it is likely to last. If there is still no contact made, we will endeavour to leave a message, requesting a prompt reply.
- Whilst waiting to be collected the child will be supervised by at least 2 members of staff who will offer them as much support and reassurance as necessary.
- If after repeated attempts no contact is made with the parent or authorised collector, and a further period of 30 minutes has elapsed the Head Teacher will call the local Children's Services for advice.
- In the event of the Children's Services being called and responsibility for the child being passed to the child protection agency, the Head Teacher will attempt to leave a further message with the parent or authorised collector. Furthermore, a note will be left on the door of the premises informing the parent or authorised collector of what has happened. The note will reassure them of their child's safety and instruct them to contact the local social services department.
- Under no circumstances will the child be taken to the home of staff, or away from the premises unless absolutely necessary. The child will remain in the care of the staff until they are collected by the parent/authorised collector or alternatively placed in the care of Children's Services.
- Persistent incidents of late collection will be recorded and will be discussed with the parents at the earliest opportunity. Late collections on more than three occasions within a half term will result in the imposition of a fine and if continual the loss of the child's place in the club. The fine will be charged at £20.00 for the first fifteen minutes, or part thereof, this is in addition to the £2.00 per 5 minutes late pick up charge previously outlined.

Kind regards

Mrs Wyeth  
Head Teacher



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