

The Killigrew Partnership

KING CHARLES BREAKFAST AND AFTER SCHOOL CLUB ADMISSION POLICY MARCH 2017

Aims

The Breakfast and After School Club provides quality wrap around care for pupils at King Charles C of E Primary School. The Aims of the Club are to:

- support working parents by providing before and after school childcare from 8.00am until 8.45am and from 3.15pm until 5.30pm respectively.
- provide planned play activities.
- offer the children breakfast each morning and a light snack at the end of the school day in a safe and friendly environment.

Allocated Places and Time of Clubs

The Club has 40 places in the After School Clubs and 20 places in the Breakfast Club. The school environment and the minimum child/staff ratios (1:16) determine that:

The Breakfast Club is accommodated in the school where the children are offered a healthy breakfast snack and a drink. The After School Club have access to the school and the lower playground. In both areas children are offered healthy snacks and drinks.

Unfortunately, the Breakfast and After School Club is not able to provide one-to-one support for individual children.

The Breakfast Club will run from 8am until 8.45am from Monday to Friday during term time. The After School Club will run from 3.15pm to 5.30pm from Monday to Friday during term time. Both clubs will be closed during school holidays and for 5 days each year to provide staff training and development (INSET days)

Admission Process

The Governing Board of The Killigrew Partnership is responsible for the admissions to the Breakfast and After School Clubs. Parents do not have a statutory right to appeal to an independent panel in relation to Club admissions.

Admission is via an application form on a first come, first served basis. If there are no places at the time of application the child will be added to a waiting list. These places will be then be offered as and when they become available to children on the waiting list.

Parents will be notified of their place within 10 working days and should accept the place **within 5 working days**. They will then be asked to complete a home/school agreement with regard to terms and conditions and code of conduct. Once the agreement has been signed, any changes to the agreed long term booking should be made at least 4 weeks in advance.

Places are reviewed annually. During each summer term children who are already registered will be given first refusal of places for the next academic year. Any unclaimed places will then be offered to any person on the waiting list. Once all of these places have be allocated a general offer will extend to the whole school.

Charges

The charges from September 2016 per session are as follows:

Breakfast Club - £3.50 per child

After School Club - £7.00 per child (10% discount for siblings)

Payment must be paid in advance when booking. Payment can be received via direct debit, cash, cheque or card payment. We also accept childcare vouchers. More information regarding what companies this includes and how to register can be obtained from the office.

Booking and Payment

Places for the Breakfast and After School Clubs need to be booked and paid in full four weeks in advance.

The school reserves the right to withdraw a child's place if fees are not paid.

Four weeks' notice in writing needs to be given to the School Business Manager if you no longer require a place at either Breakfast or After School Clubs.

Review and Monitoring

This policy will be reviewed annually by the Killigrew Partnership Governing Board.

The King Charles Breakfast and After School Club Admission Policy was agreed by the Full Governing Board of The Killigrew Partnership at their meeting on Monday 22nd March 2017 and will be reviewed annually in the Spring term.

**King Charles C of E Primary School
Breakfast and After School Club Admission Form**

Child's Surname		First Name(s)		male	
				female	
Date of Birth			Current Year Group (September 2016)		
Full Name of Parents or Carers			Parent Work details <small>Telephone/ e.mail</small>		
Child's Home Address			Parent Work details <small>Telephone/ e.mail</small>		
Post Code		Telephone contact:	Daytime:		
			Mobile:		
Family Doctor			Surgery Address		
Name of sibling(s) attending King Charles School			Current Year or class		
			Current Year or class		
			Current Year or class		
Preferred Sessions					
<i>Please indicate preferences by ticking the appropriate box(es)</i>					
Breakfast Club 8.00am - 8.45am			After School Club 3.15pm - 5.30pm		
Mon	Tue	Wed	Thu	Fri	
Please state below your reasons for application for a place at King Charles After School Club.					
I/we wish the following to be taken into account with regards to my application:					
Please continue on the reverse if necessary.					
Signed (parent/carer)			Date		
PLEASE RETURN TO THE EXECUTIVE HEADTEACHER KING CHARLES C of E PRIMARY SCHOOL WESTERN TERRACE - FALMOUTH TR11 4EP					