



Kirkstall St Stephen's

Church of England Aided Primary School
Headteacher: Mr Phil Sheppard

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31st May 2022

Dear Parents & Carers,

RE: Change to the booking protocols for Before & After School Club

Following a recent review of the Before & After School Club booking and payment processes we have decided to make the following changes to our Terms and Conditions:

1. All bookings should be made and paid for in advance.
2. All parents using childcare voucher or HMRC salary sacrifice scheme should make their bookings via a new form (appendix 2 of the BAASC handbook) and not on School Spider.
3. Numbers will be limited and so booking is essential.

Important information – Unchanged from previous T&C's

1. All children **MUST** be registered before they can be offered a place in any of the Before or After School Club sessions.

Fees are applicable for the place and not for attendance. This means that should your child be absent due to ill health or any other reason, you will not receive a rebate/ reduction in fees.

2. Charges remain the same:

Session	Cost
Breakfast Club	£5.00
After School Session 1 (until 4.30pm)	£5.00
After School Session 2 (until 5.30pm)	£8.00



3. Session times remain the same:

<p style="text-align: center;"><u>Opening hours:</u></p> <p style="text-align: center;">Monday – Friday term time only Morning: 7.45am-8.55am</p> <p style="text-align: center;">After school session 1: 3.25pm-4.30pm After school session 2: 3.25pm-5.30pm</p>

4. The After-School Club closes at 5:30pm. Any delay to collection after this time will be charged a one-off late collection fee of £10 and £5 for every 10 minutes after 5:30pm.

We completely understand if you are stuck in traffic or there are unforeseen circumstances for not being able to collect your child at home time and we will always make sure the children are safe until you arrive to collect them.

If your child has not been collected by 6.30pm, and the Head Teacher has been unable to contact you (or the adult responsible for collecting your child) the club will follow our Children Left in School Policy and contact Children's Services.

In cases of emergency where you are unexpectedly delayed we would ask that you call the Before & After School Office on 0113 2749338 to let us know and give us an idea of how late you are likely to be.

We have not taken this decision lightly but COVID and the current financial challenges for us all; mean that unless these changes are made, the Before & After School Club will no longer be viable and may need to close.

Thank you for your support with this and for helping us to keep the Before & After School Clubs open and sustainable.

Regards

Mr Phil Sheppard &
Head Teacher

Mr Holdsworth
BAASC Manager