

### **DROP AND COLLECTION**

The Breakfast and After School club are held in the hall with direct access for drop off and collection via the phase one gate in Vernon Road.

### **LATE COLLECTION CHARGES.**

Please ensure you call the school if for any reason you are unable to collect your child on time. There will be a charge of **£6** for every 15 minutes that your child remains uncollected

### **CHANGES TO INFORMATION:**

Please ensure that you keep us (The School Office) updated with any changes to the information given in this form, particularly emergency contacts, medical information and permissions for who is able to collect your child.

### **PARENTS AGREEMENT FOR CLUBS:**

All Extended Services Clubs are payable in advance via ParentPay. Booking for our Breakfast and Afterschool Club will automatically renew while your child attends the school unless you cancel your child's place.

If your child does not attend any of our clubs as booked, you will still need to pay for the session. If the club is cancelled on behalf of the school due to circumstances beyond their control you will be refunded for the session. (Please note this would only happen in an extreme emergency that prevented the school being open).

### **SIGNING IN & OUT**

All Children must be signed in to our Breakfast Club by a Parent/ Carer and must be signed out from our Afterschool Club by an adult listed as a permitted collector on your booking form

### **CANCELLATION**

Cancellation must be received in writing (via email or letter) with two weeks notice for our Breakfast & Afterschool Club clubs.

### **CONTACT:**

The Afterschool Club team have a dedicated phone number for parents who need to contact them during club operational hours (3.00-6.30pm for the Afterschool Club)

**The Number is: 07842305744** (this phone does not have a message facility).

Please contact the Extended Services Administrator Monica Dowden, in the school office at all other times in particular for changes to your bookings, payment queries



# **Breakfast After School Clubs**



### **Additional Information/related Documents:**

- Breakfast & Afterschool Club Booking Form & Parents Agreement
- Termly Sports Clubs/Enrichment Activities Programme
- Termly Activity Plan for Afterschool Club
- Specific Activity/Sports club letters
- Extended Service Policies & Procedures
- Safeguarding Policy

For More Info: Contact Monica Dowden: Extended Services Administrator  
Email: [monica.dowden@georgetomlinson.waltham.sch.uk](mailto:monica.dowden@georgetomlinson.waltham.sch.uk)

# After School Club

The after school club is open to all children in full time education at George Tomlinson School during term time.

## Times

**3.15 – 6.30pm** (Please remember to notify us if your child will not be attending or is booked in one of our other sports clubs) *\*From September 2016 the Afterschool Club will close at 6pm*

Whilst at the after school club the children will be given a light tea of sandwiches, snacks, fruit and juice. The children are free to participate in a range of play and structured activities under the supervision of the staff. For further information about the activities of the week please see our notice board in the hall.

## Costs

**£8.50** per day (*From September 2016 this will increase to £10.50 per day*)

# Breakfast Club

The breakfast club is open to all children in full time education at George Tomlinson School during term time. A booking form must be completed and places paid for in advance.

## Times

7.45am until the start of the school day.

Whilst at the breakfast club the children will be given breakfast cereal, toast, Fruit and juice. The children are free to participate in a range of play and structured activities under the supervision of the staff.

For further information about the activities of the week please see our notice board in the hall.

## Costs

**£3.75** per day (*From September 2016 this will increase to £4.25 per day*)

## George Tomlinson Extended Activities Provision

offers a range of clubs and activities. Children attending will be able to participate in a wide variety of activities that enrich and compliment school life.

## Our Extended Services programme

 has been

established to support parents and carers through offering an affordable quality extended hours provision.

- it will include a varied programme of enrichment and extension activities within and beyond the school day for pupils to enjoy.
- It is non-profit making. Any income generated, beyond covering running costs, will be allocated to support additional activities and increase opportunities for children.
- It will be lead in a co-operative way, which supports parents and community needs.
- It will be monitored and regularly reviewed to ensure quality and value.