

# St Paul's C of E Primary School

## Extended Services Terms and Conditions



Revised May 2026

The below Terms and Conditions relate to The St Paul's C of E Primary School Breakfast Owls and Afternoon Owls extended services. Parents/carers must read and sign to confirm that they understand and agree to these terms and conditions. A place will not be offered until the term and conditions have been signed.

1. The terms and conditions must be signed before your child can be allocated a place.
2. Breakfast Owls and Afternoon Owls will operate a waiting list and places will be offered based on the following criteria:
  - Siblings of children already attending
  - First come first served basisThose on a waiting list will be notified once a place becomes available and must notify the school if they no longer wish to remain on the waiting list.
3. To access, parents/carers must ring the school buzzer and will be let in either by the office team or by staff and go directly to be registered. There is no access to other areas of the school when dropping off or picking up children.
4. Breakfast Owls starts at 7.30am. Children must arrive before 8.15am if they wish to have breakfast. No breakfast will be served after this time. Lessons start at 8.35am and EYFS and KS1 children will be escorted to their classes and KS2 children will be released to make their own way to class.
5. Afternoon Owls starts at 3.05pm for EYFS and KS1 children will be taken directly. KS2 children will make their own way to Afternoon Owls. A wrap/snack will be served. Afternoon Owls finishes at 6pm however parents can collect children any time before 6pm.
6. Parents/carers agree to abide by the late collection policy. Parents/carers who collect their child after 6pm will incur a late collection charge of £10 for the first 15 minutes (or part) and then £10 for each 15 minutes (or part) thereafter for every child in line with the school's Extended Services late collection policy.
7. Breakfast Owls and Afternoon Owls will not run on days that the school is closed to pupils and Afternoon Owls will not operate on the last day of each term. Parents/carers will not be charged for days that they are closed.
8. The full rate will be charged for any cancelled places. School residential trips and school closures due to adverse weather conditions will not be charged for.
9. Once your child has been allocated a place, parents/carers must give 2 weeks' notice during term time i.e. holiday periods are not included, to cancel this agreement. Any session within this notice period will need to be paid in full.
10. Parents/carers will be able to see their outstanding Breakfast Owls or Afternoon Owls balances each month on their Scopay account and will be advised by email when their sessions have been updated for the next month. Payment for Breakfast Owls and Afternoon Owls **must** be paid in advance and in full.

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Parents may pay invoices by the following options:

- Child Care Vouchers: Child Care Vouchers are accepted. If you choose to pay with child care vouchers you must allow enough time for St Paul's C of E Primary School to be registered with the child care voucher provider. We cannot authorise any payments with child care vouchers until the school is registered with the provider and payment is collected from the provider. Please note that registering with child care providers can take up to two weeks depending on the provider.
  - Direct online payment via the Scopay app or website.
11. As payment is to be made monthly, in full and in advance, the Extended Services Staff reserve the right to refuse any child entry if payment is not made, including late collection charges.
  12. Whilst the extended school services are additional care outside normal school hours, the school's policies and procedures apply, and any permissions already given to the school will be applied.
  13. The Extended Service staff aim to provide a safe, stimulating and happy environment for all children. Children are expected to follow the school rules and Breakfast Owls and Afternoon Owls leaders reserve the right to exclude any child whose behaviour is disruptive and not in line with the school rules.
  14. The Extended Services cannot be held responsible for children's toys, games or other valuable items which are brought in.
  15. The success of the Extended Services depends upon co-operation and mutual respect between all those involved. We will endeavour to provide a high quality service to children however if you have any concerns please speak to any member of staff. If your concern is not resolved, please contact either Mrs Hyatt for the Breakfast Owls or Mrs Lee for the Afternoon Owls. If you are unable to resolve your concerns, please follow the school's formal complaint procedure.

### Late Collection Policy

Whilst we appreciate that occasionally there may be extenuating circumstances which may mean you are late, it is extremely important that you collect your child on time from Afternoon Owls as late collections can cause problems for the staff as they will be late leaving work.

Afternoon Owls finish promptly at 6pm.

1. Parents/Carers agree to make appropriate arrangements for their child to be collected at the stated finish time. Please be aware that late collection after this time will be charged at £10 for the first 15 minutes (or part) and then £10 for each 15 minutes (or part) thereafter for every child.
2. Parents/Carers must advise Afternoon Owls staff the names of anyone authorised to collect their child and it is parents/carers responsibility to ensure those collecting children understand the importance of not being late.

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- Please Note: Children will only be dismissed to the responsible adults identified in the school's management information system unless alternative arrangements have been put in place, which must be in writing. Any confusion which leads to the child remaining in the school's supervision will result in the late fee being charged.
- 3. On the first occasion that a child is collected late, parents/carers will be reminded of the late collection policy and their reasons for lateness discussed.
- 4. On the second occasion that a child is collected late, parents/carers will again be reminded of the late collection policy and an invoice detailing the late payment will be issued and the Afternoon Owls leader will discuss any extenuating circumstances for the late collections.
- 5. The Extended Services leaders reserve the right to withdraw the place if a child is collected late on any subsequent occasions and under such circumstances, fees will not be refunded.
- 6. Parents/Carers must contact the school if they are aware that they will be late to collect their child. Please contact the extended services team on 01932 848528.

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**Extended services Terms and Conditions and Late Collection Policy**

I confirm that I have read, understand and will comply with the terms and conditions as set out above.

Child's name: \_\_\_\_\_

Parent / Carer's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_