



## **EXTENDED SCHOOL PROVISION TERMS AND CONDITIONS –2021/2022**

Due to Covid-19, these Terms and Conditions relate to Whitehall Park School's provision Breakfast Club and After School Clubs. By clicking on the T&C box on SchoolsBuddy, parents and carers indicate that they have read, understood and shall comply with these Terms and Conditions.

### **Extended School Provision**

- Breakfast Club runs from Monday to Friday during term-time from 8.00am – 8.45am (breakfast is not served from 8.25am, gate will not be opened from 8.20am).
- After School Clubs run from Monday to Friday during term-time from 3.30pm – 4.35pm (all clubs run on a bubble basis).

### **Booking**

Parents and carers will be able to choose their preferred clubs taking into consideration that the system will automatically select the clubs once places have been filled. If the activities selected have reached their full capacity, the system will not allow parents to book. By ticking the appropriate box, parents and carers will have agreed with the Terms and Conditions. After submission, no changes or cancellation will be allowed.

- Places are currently booked on either a half termly or termly basis. Places may not be booked individually or on an Ad hoc/pay as you go basis. This is due to ensure children are safe, as well as for limited space and staffing.
- Places will be allocated according to different criteria – such as attendance, siblings, outstanding payments, etc.
- Parents will receive a confirmation with the places they have been allocated.

### **Payment**

Payment for places must be made by the required deadline in accordance with the school's instructions. These must be made prior to the clubs starting. Payments are non-refundable and non-transferable, as we have to pay the external club providers before the term starts.

- **Payment Method:**

SchoolsBuddy is the school's preferred payment method, however if you would like to use childcare vouchers or Tax, please arrange this with the school by the required deadline.

- **SchoolsBuddy**

The links for your children's allocation will be live on the day informed by the school. Payment should be made by the required deadline.

- **Childcare Voucher (CCV)**

If you choose to pay by Childcare Vouchers, we kindly ask you to reduce the number of instalments to one single payment instead of monthly. In addition, you will need to set the payments up directly with your childcare provider and inform the following details:



URN: 140495  
DfE number: 206/2000

Bank Details  
Lloyds Bank  
Bellevue Place Education Trust  
Sort code – 30 65 41  
Account 33257968  
Reference: WPS –NAME-TERM,  
e.g. WPSJohnSmithSpring19

A confirmation must be sent to the Extended School email, accompanied by a screen shot of the payment. Once the confirmation is received, the payment will be processed on SchoolsBuddy within 48 hours. If your childcare vouchers do not cover the total amount of your investment, you should proceed the payment of any remaining balance directly on SchoolsBuddy by the deadline informed by the school.

- **Tax Free Voucher (TFC)**

If you choose to pay by Tax Free Vouchers, you will need to proceed the payments directly onto the Government website.

A confirmation must be sent to the Extended School email, accompanied by a screen shot of the payment. Once the confirmation is received, the payment will be processed on SchoolsBuddy within 48 hours. If your childcare vouchers do not cover the total amount of your investment, you should proceed the payment of any remaining balance directly on SchoolsBuddy by the deadline informed by the school.

- **Payment Plan**

Families on low incomes or who are having financial difficulties are encouraged to come and speak to the school to try and reach an appropriate arrangement. The school reserves the right to decline any request for special payment arrangements.

The payments have to be equally spread for the duration of the term and the total amount has to be settled 2 weeks prior to the end of term.

- **Failure to comply**

Families who failure to comply with these payment terms may result in losing the place and being unable to book future places.

If you have outstanding debts in relation to Extended School Provision, you will not be able to book places going forward.

## **Amendments, Cancellations and Mid-term booking**

No changes or cancellations will be allowed once the booking has been confirmed on SchoolsBuddy.

- **Amendments**

- Termly booking

If you wish to amend your booking, please be aware that it will be considered as a cancellation of the current clubs and, a new mid-term booking – under the terms stated below.

- **Cancellations**

Cancellations of any club for the ongoing term are only allowed once the full term payment is settled. Payments are non-refundable and non-transferable.



- **Mid-term bookings**

We appreciate that personal circumstances may change during the year, therefore mid-term bookings will be considered at the Extended School Leader discretion and it will be subjected to availability however, please note that the full amount of the Term will be charged.

If your child joined the school in the middle of the term, please contact the Extended School Leader.

### **Pupil Premium and financial hardship**

- Children in receipt of the Pupil Premium Grant are eligible for two After School Clubs and two Breakfast Club slots at a 50% discount.
- Discounted places may be released to other children if three or more sessions are missed and this may also result in you being unable to book discounted places in the future.
- Families on low incomes or who are having financial difficulties are encouraged to come and speak to the school to try and reach an appropriate arrangement.

### **Collection**

Children may only be collected by those authorised on the school registration form. In an emergency, alternative arrangements should be made by contacting the Extended Schools Leader, either by phone or email ([extendedschools@whitehallparkschool.org.uk](mailto:extendedschools@whitehallparkschool.org.uk)). In the event that a child is not collected by 4:45pm, the Extended Schools Leader will contact the parents/emergency contact. In the event that they cannot be reached, the School Uncollected Child Policy will apply.

### **General**

- Uniform

Children must wear to school the correct and weather-appropriate P.E. kit for sporting After School Clubs. All the sports activities from the Extended School Clubs, such as football, tennis, multi sports and basketball will be performed outdoors no matter the weather. So, children must wear the full school PE tracksuit, a jumper and a light waterproof jacket for cold, rainy days.

- **Behaviour**

Children are expected to demonstrate good behaviour at all times during Extended School Provision. Where a child consistently demonstrates unacceptable behaviour, the parents and relevant staff will be involved in discussing the most appropriate response/action and may be withdrawn completely from Extended School Clubs.