



16 April 2018

Dear Parents/Carers,

## Extended Services Places and Registration for September 2018

From September 2018 there will be some places available at Extended Services for both before and after school in order to meet the needs of the families at our school.

Extended Services is open from 7.30am to the start of school at 8.40am and from the end of school until 6.00pm. Morning sessions currently cost £4.50 and afternoon sessions currently cost £12.00. Over the last 7 years, there has been no change to the cost of our Extended Services sessions. However due to increased utility and staffing costs, the price of each session is currently under review. We are also in discussion with Aspens, the schools meals provider, to see if we can offer a more substantive meal at Sunset and breakfast at Sunrise. We will inform you of any changes to the cost, once they have been confirmed.

Extended Services uses the hall, the classroom off the hall known as the 'Clubroom' and the 'Clubhouse' as their space, as well as having use of the extensive school grounds. The children will be sure to have fun, in a safe and caring environment, with varied activities to suit everyone.

**If your child is new** to Extended Services and you require a place (or places) in September 2018 please complete the registration form stating whether you require a place for mornings, afternoons or both, along with which days of the week and for whom you would like a place for. In order for us to plan and recruit new staff we do need to know, as soon as possible, how many places are needed. Therefore please return the form below by **Monday 14 May 2018**. We will then allocate places as per our terms and conditions regarding admissions to Extended Services and will let you know as soon as possible if you have been successful in securing a place. If your child **currently attends** Sunrise or Sunset, all sessions will continue into the next academic year.

To secure a place for September 2018, please complete the registration form overleaf, ensuring that you have read the terms and conditions, then return to the school office with a £50 deposit. Please note that all cheques will be cashed when your place is allocated. If your child commences Sunrise/Sunset in September then this deposit will be offset against your first half term's charges.

We will write to you in due course with confirmation of your booking and in the meantime please feel free to contact me if you have any further questions.

Kind regards,

Miss Vicky Swann  
Deputy Headteacher: Teaching and Learning  
[deputy@stamford-green.surrey.sch.uk](mailto:deputy@stamford-green.surrey.sch.uk)



# Extended Services Registration Form

Please return by **Monday 14 May 2018**

Name of child: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Name of Parents/Carers: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone (Home): \_\_\_\_\_

Telephone (Mobile): \_\_\_\_\_

Email address: \_\_\_\_\_

Please indicate the sessions required by ticking the boxes below:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning (Sunrise)					
Afternoon (Sunset)					

I have enclosed a deposit of £50 cheque/cash. Cheques should be made payable to Stamford Green Primary School.

I have read the Terms and Conditions and agree to comply with them, including six weeks term time notice needed to amend or cancel any sessions.

Parent/Carer Signature: \_\_\_\_\_

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



## Extended Services Terms and Conditions – 16.4.18

### 1. Booking of places

Please contact Ms Beth Saunt regarding the booking of places for Sunrise and Sunset. Ms Saunt can be contacted on 01372 725383 or via email [sauntb@stamford-green.surrey.sch.uk](mailto:sauntb@stamford-green.surrey.sch.uk).

Parents are required to give 6 weeks term time notice if they wish to withdraw their child or alter the number of sessions required. Please contact Ms Saunt regarding any changes to sessions.

### 2. Payment

Sunrise runs from 7:30am - 8:40am and the cost is £4.50 per session. Sunset is open from 3:15pm - 6:00pm and the cost is £12.00 per session. Fees for Extended Services must be paid on the 1<sup>st</sup> day of each half term. Fees for the next half term are placed on Tucasi at the end of each half term. Ad-hoc sessions may be available, and will incur an additional £2.50 administration charge per child per session. Please ensure that ad-hoc sessions are paid before the required session where possible.

Booking of places will constitute a binding contract to pay for that number of sessions per week. Failure to pay fees by the set deadline will result in a 'no pay no play' exclusion. All unpaid fees will be recovered through a debt recovery process. We reserve the right to charge a £50 administration fee in the event of late payment of fees.

We are happy to accept childcare vouchers for payment of fees. Our Ofsted number (should your employer require it) is **125066** and the postcode is **KT19 8LU**. If you wish to pay using childcare vouchers, please contact Mrs Wishart in the school office – [wishartf@stamford-green.surrey.sch.uk](mailto:wishartf@stamford-green.surrey.sch.uk)

Bookings for new and future places will be subject to a deposit of £50 to secure the place until it is required.

### 3. Waiting list

In the event that a session is full, names of children requiring that session will be placed on a waiting list. If a space becomes available, names from the waiting list will be allocated in the following priority order:

- Looked after children
- Exceptional circumstances
- Siblings (an older brother or sister with a place at that session on the required start date)
- Any other applicant on a first come first served basis

### 4. Absences

5. Absences cannot be refunded. If you know in advance that your child will be having a long term absence from Sunrise or Sunset please let the Ms Saunt know. These cases will be dealt with at the discretion of the school. If your child will be absent from a session (e.g. going to a friend's house) please let the Sunrise or Sunset staff know, either by calling Extended Services directly – 01372 725383 ext 207/212 or emailing [sunriseabsence@stamford-green.surrey.sch.uk](mailto:sunriseabsence@stamford-green.surrey.sch.uk) or [sunsetabsence@stamford-green.surrey.sch.uk](mailto:sunsetabsence@stamford-green.surrey.sch.uk). Sessions are not transferrable or refundable in the case of missed sessions due to clubs, sports matches, performances, residential trips etc.

### 6. Closures

If, due to unforeseen circumstances, such as adverse weather conditions, it is necessary to close Sunrise or Sunset, parents will be informed by the school website, the twitter feed and via email. In these circumstances, parents will be refunded for any fees paid during the closure. In the event of a partial school closure e.g. industrial action by teachers, Extended Services will be open. In these circumstances, children absent from school and Extended Services due to their class being closed will be issued with a credit for the affected sessions.

### 7. Collections.

Sunset closes and gates are locked at 6:00pm. Parents and Carers are advised to arrive by 5:55pm in order to collect their children in good time. Children will not be allowed to walk home alone or with siblings under the age of 16. Please ensure you inform staff if someone other than the people on your child's registration form will be collecting them from Sunset. If you (or the person collecting your child) are running unavoidably late, please call the Sunset team on 01372 725383 ext. 207 immediately. We reserve the right to charge parents and Carers £12.00 for late pick-ups. If, after we have made every effort to reach available contacts, a child has still not been collected by 6:30pm, we will follow DfE guidelines and call social services.

At the end of each whole academic term (Christmas, Easter and July), school finishes by 1:00pm. Therefore, Sunset will be open from the end of school but will close at 4:00pm on these occasions.

## **8. Driving on school premises**

In line with school policy, parents are not permitted to drive into school to drop off or collect their child. However, parents of children attending Sunset may drive into school after 5:30pm to collect their child. Parents are reminded to drive slowly when entering the school and be aware of other children who may be leaving school at this time.

## **9. Complaints**

If you have any cause for complaint, please speak to a member of staff or the club leader who will try to rectify the situation. If your concerns are not resolved then the matter should be put into writing and addressed to the Deputy Headteacher ([deputy@stamford-green.surrey.sch.uk](mailto:deputy@stamford-green.surrey.sch.uk)) who will endeavor to resolve any issues.

## **10. Data Protection and Confidentiality**

Information about your child (e.g. medical needs) and contact details will be taken from the school's information management system. Contact details that the school has for during the school day will be used in the case of medical emergencies, behavior issues and late collection incidents. All information given is treated in strictest confidence. No information about you or your child will be given without your prior consent, except in child protection cases.

## **11. Safeguarding**

Children's welfare is our first priority and we have a duty to protect children under the Children's Act 2004. Our named CPLOs (Child Protection Liaison Officer) are Mrs Dray, Mrs Druce and Miss Swann. If any member of staff has cause to suspect a case of abuse or non-accidental injury we are duty-bound to inform Surrey County Council Children's Service. Child protection issues are kept in the strictest confidence and are passed onto the duty social worker at the Children's Assessment Team.

## **12. Safety**

All Extended Services staff have up-to-date First Aid certificates and we check our equipment and environment for suitability and safety on a daily basis. If your child requires any medicine to be given to them whilst at either Sunrise or Sunset, you will need to fill in a medication form and return it to a member of staff.