



## Extended Services Terms and Conditions

### 1. Booking of places

Please contact Mrs Senior (Extended Services Leader) regarding the booking of places for Sunrise and Sunset. Mrs Senior can be contacted on 01372 725 383 or via email [es@stamford-green.surrey.sch.uk](mailto:es@stamford-green.surrey.sch.uk)

Parents are required to give six weeks' term time notice if they wish to withdraw their child or alter the number of sessions required. Please complete the Google Cancellation Form from the school website [here](#) and contact Mrs Senior regarding any changes to sessions.

Existing places automatically roll over to the next academic year. If you wish to cancel your child's place for the start of the next academic year, notice must be given six weeks before the end of the summer term.

### 2. Payment

Sunrise runs from 7.30am – 8.35am and the cost is £6.50 per session. Sunset is open from 3.15pm – 6.00pm. Children can be collected at either 4.30pm for £10.30 per session (excluding dinner) or between 5.30pm – 6.00pm for £19.60 per session. Fees for Extended Services must be paid by the first day of each half term. Fees for the next half term are placed on ScoPay at the end of each half term.

Ad hoc session may be available but can only be booked a maximum of one calendar month in advance. An administration charge of £2.50 will be made in addition to the session charge and this is non-refundable even if the place is cancelled. Cancellation of an ad hoc place less than 48 hours before the session is due to start will incur the £2.50 administration fee plus 50% of the session fee. Please ensure that ad hoc sessions are paid for 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 £50.00 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 Miss Brown in the school office [finance@stamford-green.surrey.sch.uk](mailto:finance@stamford-green.surrey.sch.uk)

Bookings for new and future places will be subject to a deposit of £50.00 to secure the place until it is required. If the place is not taken as booked the deposit will be forfeited.

### 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:

1. Looked after children
2. Exceptional circumstances
3. Children where a Parent/Carers are a member of staff
4. Siblings (an older brother or sister with a place at that session on the required start date)
5. Any other applicant on a first come first served basis

### 4. Absences

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 Mrs Senior 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 instead) please let Mrs Senior know, either by calling 01372 725 383 and entering extension 2042 to leave a message for Sunrise or Sunset or email [es@stamford-green.surrey.sch.uk](mailto:es@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.

### 5. Closures

If, due to unforeseen circumstances, such as adverse weather conditions and it is necessary to close Sunrise or Sunset, Parents/Carers will be informed by the school website, Twitter and via email. In these circumstances, Parent/Carers will be credited 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.

## 6. Drop off and Collections

Children must be dropped off at the South Gate for Sunrise by someone over the age of 16, who will wait with them until they are registered by a member of the Sunrise staff. Regular failure to adhere to Sunrise drop off times may result in a loss of place.

Sunset closes and gates are locked at 6.00pm. Parent/Carers are advised to arrive between 5.30pm – 5.55pm in order to collect their children in good time. Please be reminded that a late charge may be incurred if collection is after 6.00pm. Children must be collected from Sunset by someone over the age of 16 and may not walk home unaccompanied. Please ensure you inform staff if someone other than your child's Parents/Carers will be collecting them from Sunset. If you (or the person collecting your child) are running unavoidably late, please call immediately and contact the Sunset team on 01372 725 383 using the option for Sunset, so we can reassure your child. 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 Children's Services, if necessary.

At the end of each whole academic term (Christmas, Easter and July), school finishes by 1.00pm. Therefore, on those occasions, Sunset will be open from the end of school but will close at 2.30pm for children who usually attend the short session, and between 3.30pm – 4.00pm, for those children who usually attend the full session.

For those Parents/Carers that have booked the full session but wish to collect their child at the earlier time of 4.30pm from the school office, the charge for a full session will still stand. Parents/Carers must either call or email the school office before 2.00pm on the day of collection to inform Mrs Senior to ensure the daily register is updated. Please note if we are unaware of the earlier pick up time, it may take longer for the child to be brought to you as they may have already entered the hall for dinner and will need to be escorted back to their Sunset Room to collect their items once all 4.30pm children have been safely dismissed.

Drop off and collection points are as follows:

Sunrise:

7.30am or 7.45am or 8.15am	All Year Groups	South Gate
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4.30pm - Monday – Friday Sunset Collection:

4.30pm Monday - Friday	Reception and KS1 KS2	School Office Door East Gate
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5.30pm – 6.00pm - Monday – Thursday Sunset Collection:

5.30pm – 6.00pm Monday – Thursday	Reception	Reception Classroom via East Gate
	Y3 and Y4	Staff Room via East Gate
	Y5 and Y6	4C Classroom via East Gate
	Y1	Monday - Club House via South Gate Tuesday and Thursday - Swans via South Gate Wednesday and Friday – Club Room via South Gate
	Y2	Club House via South Gate

5.30pm – 6.00pm - Friday Sunset Collection:

5.30pm – 6.00pm	Reception and Y1	Club Room via South Gate
	Y2, Y3, Y4, Y5 & Y6	Club House via South Gate

## **7. Driving on school premises**

In line with school policy, Parents/Carers are not permitted to drive into school to drop off or collect their child.

## **8. Raising a concern**

If you have any cause for concern, please speak to a member of staff or Mrs Senior who will work with you to resolve any issues. If your concerns are not resolved then the matter should be put into writing and addressed to the Leadership Team ([parents@stamford-green.surrey.sch.uk](mailto:parents@stamford-green.surrey.sch.uk)) who will endeavour to resolve any outstanding matters.

## **9. 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, late collection etc. All information given is treated in strictest confidence as per the School's Data Protection policy.

## **10. Safeguarding**

Children's welfare is our first priority, and we have a duty to protect children under the Children's Act 2004. Our named DSLs (Designated Safeguarding Leaders) are Mrs Dray, Mrs Druce and Miss Swann. The School's Safeguarding Policy and Procedures will be followed at Extended Services.

## **11. Behaviour at Extended Services**

Please refer to the school's Behaviour Policy for more information.

## **12. Safety**

Room Leaders have up to date First Aid training and equipment is checked alongside the 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 [here](#).

## **13. PTA and other after school sales**

Unfortunately, there is not the staffing capacity to take Sunset children to after school sales, please do not send in any money as we cannot be responsible for any losses. The PTA will be asking parent/carers to volunteer so that any sales can happen, where possible, after Sunset at 4.30pm and 5.30pm.

**We reserve the right to update or amend these terms and conditions at any time.**

**By accepting a place at Stamford Green Extended Services, you accept and agree to our terms and conditions.**