

ASHLEY COFE PRIMARY SCHOOL WRAPAROUND CARE APPLICATION FORM 2026/2027



The interim Manager of extended care provision is **Mrs R Rudman**
The Deputy Manager of extended care provision is **Miss C Heavens**
Email: extcare@ashley.surrey.sch.uk
School telephone number: 01932 227 695 (until 4.30pm) Mobile: 07895 862292



BREAKFAST AND AFTER SCHOOL CLUB TERMS AND CONDITIONS

• The aim of the Breakfast and After School Club:

Is to provide a safe, stimulating, and caring environment where children and parents are welcome and valued. We believe that it is important to work together with parents to ensure their children's best interests are met. All staff are enhanced DBS checked and safeguard trained. We also have a number of staff first aid trained. The deputy manager is a designated safeguarding lead (DSL).

• Opening Hours – TERM TIME ONLY

Breakfast Club is open **Monday – Friday from 7:30am** until the children go into class at 08:35am (please arrive by 8:15am to order breakfast). Children can be dropped off at any time after 07:30am. Entry to the Breakfast Club is via the main school office. School staff are not responsible for any children arriving prior to 7:30am.

After School Club is open **Monday – Friday from 3.25pm until 6.00pm.**

When school finishes early, (1.30pm), at the end of a full term (before Christmas, Easter and summer holidays), After School will open from 1.30pm and close at 3pm.

• How to book a place:

Extended Care Provision can be booked in one of two ways:

1. Annually, in advance
Bookings will be made via an application form which will be sent to parents in the second half term of the preceding year (e.g. for bookings in 2026/2027, the application form will be sent in summer half term 2).
2. Parents must return the booking form in line with the requirements outlined on the form.
3. When that form is returned, parents are committed to the pattern of bookings throughout the next academic year (e.g. if in the summer term 2 of the 2025/2026 academic year, a parent returns an application form confirming that they will require breakfast and after school club on a Monday and a Tuesday, this commitment is for the entirety of the 2026/2027 academic year).
4. The School will request payment in advance, on a half termly basis. The fees are set out below. If the fees remain unpaid in advance of the beginning of a half term block, there is a risk that your booking will be cancelled for the remainder of the academic year.

Ad Hoc

If an ad hoc booking for Breakfast Club is required, this can be booked by calling the school office by 2pm on the school day before the booking is required (e.g. is an ad hoc booking is required on a Monday, this can be booked by calling the school office by 2pm on the Friday before). If an ad hoc booking for After School Club is required, this can be booked by calling the school office by 2pm on the day the booking is required. The School accepts payment via childcare vouchers or tax-free childcare. Please contact extcare@ashley.surrey.sch.uk to arrange payment via this method.

Cancellation of a booking and Changes to a booking:

Any booked session cannot be cancelled or refunded once paid. Requests to change a booking must be emailed to extcare@ashley.surrey.sch.uk

Fees:

Where the Extended Care Provision is booked **annually in advance**, the following fees will be applied for the academic year 2026–2027:

- Breakfast Club – £7 per session (including breakfast)
- After School Club – £18 per session (including two snacks)

Where the Extended Care Provision is booked on an **ad hoc basis** the following fees will be applied for the academic year 2026–2027:

- Breakfast Club – £8 per session (including breakfast)
 - After School Club – £18 per session (including two snacks)
- These fees are applicable, regardless of the length of time the child attends any relevant session.

Fees are reviewed annually, prior to 1 September each year. The School will inform parents/carers of changes to fees by 1 July of the year prior to which the change will take effect.

• Payment

It is your responsibility to calculate the payment due in advance for each half term and ensure the correct amount is paid into your Scopay account.

If payment has not been made in full in advance, your booking for the following term/s will be cancelled.

• Collection of children

If your child/ren will be collected by a different adult on the day please ensure that the school is informed of the adult(s) who will be collecting your child by emailing extcare@ashley.surrey.sch.uk. Children are not allowed to be collected by anyone under the age of 16 years.

Year 5 and Year 6 children who usually walk home after school will not be permitted to walk home from After School Club and **MUST** be collected in person by an adult who has consent to collect your child. When collecting your child, please ring the bell at the main school office and inform the staff member of your child's full name and Year group.

• Non-attendance at a booking

It is imperative that you inform the club/school if your child is being collected from school and not attending a booked session. Repeated failure to inform the After School Club of a child's absence may jeopardise their place at After School Club.

• Late collection of children

If you are running late to collect your child, please phone the after-hours number: 07895 862292.

Late collection fees for collection after 18:00pm will be charged at £1 per minute. This will be applied to your Scopay account after a warning. If a parent is late on numerous occasions, we reserve the right to withdraw a child's place.

• Extended Care Provision – additional terms

Refreshments are provided by the School's catering contractor, Caterlink. A healthy breakfast will be served during Breakfast Club which will include a hot or cold option, fruit, cereal and juice or milk. At After School Club, a variety of hot and cold options will be served, including freshly made cake/biscuits, fruit and vegetables.

b. The Extended Care Provision will access the dietary requirements (including allergies) of children in its care from the central record of the School. Please ensure the details on the Arbor App are kept up to date.

• Sickness, Accidents and First Aid

If your child becomes unwell whilst at the club, we will contact you so that you can arrange collection as soon as possible. We reserve the right to take your child to hospital in an emergency. Every precaution is taken to ensure the safety of the children. A trained first aider will always be present at the club.

• School Policies

The Extended Care Provision will follow all relevant school policies including the Administration of Medicines, Anti-Bullying Policy, Complaints Procedure, Health and Safety, Mobile Device Policy, Relationship and Behaviour Policy, Safeguarding and Child Protection Policy and SEND Policy. These policies can be found on the school website.