

'Shine like stars in the world.'
Philippians 2:15



St Paul's CE Primary School Extra Club Admissions and Fees Policy

Our Vision

Our school is one family, united in love and deeply rooted in our Christian values, where together on life's journey we flourish, striving for excellence in all that we do. Inspired by the transformation of St Paul, and enlightened by the glory of God, we will shine like stars to make the world a better place.

Our Core Values

Love, Forgiveness, Faith, Friendship, Hope and Peace.

ST PAUL'S CE PRIMARY SCHOOL

EXTRA CLUB ADMISSIONS AND FEES POLICY

St Paul's Breakfast and After School Clubs are committed to providing a fair and open admission system that offers a competitively priced and good value service for WORKING PARENTS.

1. Allocations

- When a parent/carer contacts the Club enquiring about a place for their child, they will be given all the relevant information, including an Application Form, the Admissions and Fees Policy and the Code of Behaviour and informed of whether there is currently a suitable place available for their child.
- If a suitable place is available the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the Application Form to confirm their child's place and submit this with the £20 non-refundable registration fee.
- Once the admission is secure, the parent/carer concerned will be contacted to arrange a date for the child's first session at the Club.
- If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable place available, the Club's waiting list procedure will be explained and then activated on the parent/carer's behalf. To do this you must still register your child and submit the £20 non-refundable registration fee.
- Parents/carers will be required to complete an *Application Form* indicating the days they wish their child to attend. The details of this request will be placed on the waiting list, in the order that they are submitted.

To ensure that admissions to the Club are offered on a fair basis, the following procedure will apply to the management of waiting lists, enabling equal balance of year groups.

- Siblings
- **New** Reception Starters (spaces will be reserved each day from the Year 6 leavers)
- Next on waiting list

2. Notice

- Parents/carers are required to give 1 months' notice if they no longer require a place for their child at the Club, or change their regular day.
- If your child attends another after school club they will come directly from there to Extra Club. If you release your child's place to attend another club/activity, your child will automatically go back to the end of the waiting list.

3. Behaviour

The children are expected to behave well and show good manners while attending the Extra Club in line with the behaviour policy and expectations for the school day and we expect parents to support us in this. The Extra Club staff will always praise good behaviour and manners as a positive reinforcement to encourage children to behave well (as is implemented during the school day).

Should there be any issues with a child's behaviour during the Extra Club sessions the following steps will be taken:

- Following any incidents of poor behaviour, the child will be given a warning by a member of Extra Club staff.

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- Should the behaviour not improve a member of staff of the Extra Club will talk to the parents of the child asking them to reinforce the importance of good behaviour at the Extra Club with their child. The child's name will go in the Behaviour Book.
- If the child's name is put in the book three times, they will automatically lose their place and membership to Extra Club.

4. Fees

- The cost of providing a high quality, safe and stimulating service for children is not inexpensive and to ensure the continued high standards and sustainability of the Club, it must ask that parents/carers respect its policy in respect of fees.
- The level of fees will be set by the Governors and Headteacher and reviewed annually: *The fee per **Breakfast club** session (7.45am to 8.35am) is currently **£6.00**. The fee per **After School** session (3.25pm until 5.45pm) is currently **£12.00**.*
- All Club users need to have been pre-registered and a £20 registration fee paid in advance.
- **Payment of fees should be made using ParentPay, monthly in advance, payable once sessions have been added.**
- If there is availability, children may attend the Extra Club on an ad hoc basis, this would incur an additional charge of **£1 per session. All booked sessions are to be paid for.**
- All payments are non-refundable, and child absences and holidays taken within term-time are to be paid for.
- If you foresee a planned absence (eg medical appointment) one month's notice in writing/email to the Extra Club is required otherwise the session will be charged for.

5. Late Payment

- If full payment has not been received by the end of the first week, places will be withdrawn and offered to the next person on the waiting list.

6. Late Collection

- If you are aware that you are going to be late due to an unavoidable delay, eg trains or traffic, please contact a friend/neighbour/relative who can collect your child. Please ensure you contact the Extra Club to advise of any changes in pick up.
- Late collection of children will incur a fine of £5.00 per child for each 5 minutes (eg 5 minutes late - £5, 10 minutes late £10, 15 minutes late £15 and so on). After four late collections in a term your child's place will be withdrawn from the Extra Club.

7. Attendance

- If your child is not attending their afternoon session of the Extra Club it is vital that parents contact Mrs Drew directly to inform her of the absence. A register is taken when the children arrive in the club and in the afternoon, there is a list of all children who attend after school activities within the school. However, if a child does not arrive after school finishes as they have, for example, a play date, time is then spent looking for that child and finding out where they are.

8. Miscellaneous

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- Occasionally films are shown during the afternoon session, these can be a 'PG' certificate. These are carefully selected by the adults in charge.
- St Paul's School reserves the right to change the terms and conditions of membership of the Extra Club by giving prior notice to parents.
- The best way to contact Mrs Drew is by email extraclub@st-pauls.enfield.sch.uk or text **07734 979961**.

Reviewed by Clare Cresswell	Summer Term 2025		
Next Revision (Please highlight as appropriate)	Annual	Bi-annual	Tri- annual
To be reviewed	Summer Term 2026		