



ST. JOHN'S CHURCH OF ENGLAND MIDDLE SCHOOL

May 2022

Dear Parent/Carer

EXTENDED SERVICES - BREAKFAST CLUB AND AFTERSCHOOL CLUB - NEW MEMBERS

For many years we have offered Extended Services at St Johns with our Breakfast Club and Afterschool Club. We feel it is an essential service to support our families with the demands of their working commitments and to offer a safe and secure environment where children can be looked after seamlessly before and after school. As a result we are committed to providing affordable childcare and our Extended Services are non-profit making. We endeavour to keep our fees at the lowest possible level to provide and maintain a high quality service.

The costs involved in providing the Extended Service facilities run at a fixed cost each day to cover the following:

- Staffing
- Administrative support
- Overheads e.g lighting and heating
- Equipment and materials
- Cleaning
- Snacks
- Activities

We feel it is important to keep our charge to you as low and competitive as possible and to offer you the best value for money.

We will continue to run our 2 Extended Services Clubs:

Afterschool Club – this provides secure childcare for all children at St Johns School. Within this setting children have the opportunity to partake in many activities and all children will receive a healthy snack. This club will run after school until 6pm for everyone and our one flat rate will be £8.00 per day and £7.00 for siblings.

Breakfast Club – a secure place where children can enjoy a healthy breakfast in a relaxed environment whilst interacting with their friends. This will be available from 7.50am and will be charged at a rate of £4.50.

See overleaf

St. John's Church of England Middle School Academy

Head of School Mrs A Elwell

Registered office: Watt Close, Bromsgrove, Worcestershire, B61 7DH

Company no. 08355037

Telephone: (01527) 832376 Fax: (01527) 570258

Email: school@st-johns-bromsgrove.worcs.sch.uk/www.st-johns-Bromsgrove.worcs.sch.uk



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Please see below a summary of our terms and conditions:-

- **We require payment to be made monthly in arrears of using our Extended Services.**
- Invoices will be emailed at the beginning of the following month all fees are to be payable by Parentmail **within one month** of the issue date. As a note, other care providers can charge up to £10 for late payments.
- Fees are to cover all sessions booked for the following term and are **non refundable for non attendance** except where the reason is due to being on a planned curriculum based activity, residential school trips. A credit amount will then be applied to your next termly invoice.
- It is very important under Safeguarding requirements that we know where your child is when they are placed in our care. If your child will not be attending one of their allocated sessions please advise our Afterschool Club manager, Emily Smith by email on esmith@st-johns-bromsgrove.worcs.sch.uk as soon as possible. This will allow us to ensure registers are kept up to date.
- A refund **will not be given and fees must be paid in full** if your child is absent from school due to illness as this will secure their place for future and running costs are still incurred.
- If your child decides to attend an additional club after school, eg football club please notify our Afterschool Club manager, Emily Smith by email on esmith@st-johns-bromsgrove.worcs.sch.uk. Your child must first register with our afterschool club to confirm they are on school premises, before attending their additional clubs. Your child can join us after their activity club has finished. Children can turn up later than the start time of the club and can be collected earlier than the Afterschool Club finishes but there will be no discount or refund of the fee payable. Fees cover the whole session time and pro-rata fees are not applicable.
- To cancel your sessions we require a **full half terms notice** to be received at the beginning of the half term.
- Please note there is a fee of £10 charged for any late collections after 6pm, should you be charged more than 3 charges your attendance will be reviewed by the Head of School Mrs A Elwell
- Our Extended Services Clubs will not be available on days that the children are not in school, school holidays, bank holidays, inset days, unexpected school closure eg bad weather.
- Afterschool club number is 01527 832376 option 1 after 4pm, before 4pm 01527 832376.

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Payments

We appreciate for some parents the cost of paying monthly may be a challenge. Should you need to discuss your payments please do not hesitate to contact Danielle Walker in the Finance Office either by email to sales@st-johns-bromsgrove.worcs.sch.uk or by phone on 01527 832376.

We currently accept childcare vouchers from the following providers :

Sodexo	My Childcare Vouchers	Eden Red	Fideliti	Linking Up
Care 4	Computershare	Different Media	Kiddivouchers	

Car Park

The safety of our children is paramount and would like to inform you that the school car park cannot be accessed in the morning for Breakfast Club or in the afternoon for Afterschool Club. It is preferable that your child is dropped off and collected in Watt Close and access to the school premises can be gained through the pedestrian gate.

Bookings

First indications are that places may become more difficult to obtain because of increasing numbers, therefore these places will be allocated on a first come first served basis. The earlier you are able to let us know your particular requirements the more likely you are to obtain a place.

We ask that you confirm your requirements for the Autumn term as soon as possible and the closing date will be **Friday 10th June**.

If you require any further information or assistance with your booking please do not hesitate to contact the Finance Office on 01527 832376.

Yours sincerely

Mrs A Elwell

Head of School

Miss E Smith

AfterSchool Club Manager

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Urgent attention required – Slip to be returned to the Finance Office by **Friday 10th June 2022**

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CONFIRMATION OF BREAKFAST CLUB AND AFTERSCHOOL CLUB PLACES 2022/2023

Name of Child Class/Year.....

Requirements (Please tick)

Monday Breakfast Club		Monday Afterschool Club	
Tuesday Breakfast Club		Tuesday Afterschool Club	
Wednesday Breakfast Club		Wednesday Afterschool Club	
Thursday Breakfast Club		Thursday Afterschool Club	
Friday Breakfast Club		Friday Afterschool Club	

I confirm I have read the attached letter and understand the terms and conditions.....

I am aware that I need to give a full half terms notice to cancel

Please confirm any special requirements for your invoice, eg fees to be split between parents, certain days to be charged to particular parent.

.....

Name of parent Date

Signature of parent

Tel number (daytime contact)..... Tel number (mobile).....

Email address

An email address will be required as your termly invoice will be sent to this address

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