



- Parents/carers must ensure that any person who collects their child is listed on the registration form and that it is kept fully up-to-date.
- Parents must inform Club staff if their child is going to be absent by phoning the school office or emailing admin@wickford-pri.essex.sch.uk

Behaviour

Whilst attending Club children are expected to follow the school ethos and rules. The school behaviour management policy applies at all times, including the rewards and sanctions.

First Aid

The school first aid and administration of medication policy applies at all times. Parents of any child who becomes unwell during Club will be contacted immediately. If a child is sent home during school hours, the school office will inform the Club of their absence.

Uncollected children

If a child has not been collected by 5.00pm, parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance.

A fee will be applied for late collection from 5.05pm onwards at £7 per child until 5.30pm, increasing to £14 thereafter. This charge must be paid immediately through schoolmoney.

Payment of Fees

- Fees are to be paid **in advance**; unless payment is made by child care vouchers (as the school understands payments can be delayed). Payment is due for all sessions even if a child is unable to attend on the day. Parents/carers can change or cancel their sessions up to 1 week prior to their child attending without incurring a charge. Any change or cancellation after this point is non-refundable.
- Bookings and payments must be made online by midday on the Thursday of the previous week.
- The parent signing the Club's registration form is known as the 'contracting parent' and is responsible for payment of all fees.
- If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.
- Sessions will be allocated on a first-come, first-served basis. Sessions will be made available at the beginning of each half-term. The current session capacity for breakfast club is 40 children and for after-school is 24 children.
- Parents can use childcare vouchers to pay for either breakfast or twilight club. If you are unable to find Wickford Primary School with your provider contact the school office.

*Parents can change or cancel their sessions up to 1-week prior to their child attending a specific session without incurring a charge. Any change or cancellation after this point is non-refundable. If a child is absent from school, refunds may not be possible as staff and food costs have to be paid.

Charges Oct 2025

Breakfast Club	£4.00 per child per session
After School Club	£7 per child per session
If collecting by 4pm	£3.50 per child per session
Late fee	£7 per child chargeable from 5.05pm and £14 from 5.30pm

Pupils in receipt of Pupil Premium breakfast is free and a 50% discount will be applied to twilight club. You will need to book your child's place via schoolmoney.

Related Whole School Policies:

The breakfast and twilight club is an extension of the school, so all school policies apply to the running of this provision.

Of particular note are: Safeguarding and Child Protection; Equal Opportunities; Health and Safety; First Aid and Administration of Medicines.

Breakfast & Twilight Club Agreement

I[PRINT NAME] parent/carer of

have read and accept a copy of the club policy and agree to abide by the terms therein. The sessions in this contract are 7.30am – 8.40am for breakfast club and 3.00pm – 5.00pm for twilight club. Sessions are booked on a first-come, first-served basis.

- I accept that I am the 'contracting parent' for the above child and agree to make payments **in advance** via the online booking system or through the school office. I understand that I will lose my place if my account is in arrears.
- I understand I can change or cancel sessions up to 1-week prior to my child attending a specific session without incurring a charge and that any change or cancellation after this point is non-refundable.
- I understand that fees may change without this policy being re-issued. The latest price schedule will be available on the school website or from the school office.
- I understand that a fee will be applied for late collection from 5.05pm onwards at £7 per child and £14 per child after 5.30pm. This will be charged immediately to my account.
- I agree to keep all contact, medical, dietary and other information up-to-date with the school office, as I understand this will be used by the before and after school club.
- I understand that the club will not release my child to anyone other than those listed below.

Parent Signature Date

NOMINATED INDIVIDUALS AUTHORISED TO COLLECT MY CHILD

Name	Relationship to child	Contact number

Is this child subject to a court order agreement? Yes ☐ No ☐