



GOFFS OAK PRIMARY & NURSERY SCHOOL

Headteacher: Michelle Beck

Breakfast Club

Times:	7:50am to 8:50am
Year groups:	Nursery to Year 6
Cost:	£7.00 per session

A nutritious breakfast is served comprising of a choice of cereals, toast with a choice of toppings, fruit, fruit juices and milk.

Children will have activities after breakfast and will be taken to their classroom at the start of the school day.

After School Club

Times:	3:15pm to 6pm (5:30pm on Fridays)
Session times:	3:15pm to 4:30pm
	3:15pm to 6pm
	4:15pm to 6pm (for children attending other after school clubs).
Year groups:	Reception to Year 6
Cost:	3:15pm to 4:30pm £7.50
	3:15pm to 6:00pm £12.00
	4:15pm to 6:00pm £8.50

A piece of fruit, biscuit and drink will be served in the first session (before 4pm) and a light snack will be served in the final session (around 4:45pm).

Should your child bring a snack please note we are a nut free school.

Children will have a variety of activities and resources available: there will be some planned activities and free play time.

Terms and conditions

Bookings

Breakfast Club

1. Bookings must be made through the School Gateway.
2. Bookings can be booked by 5pm the day before and must be made as early as possible to avoid disappointment.
3. Parents may select the sessions that the children attend and this can be different from week to week.
4. If your child is not going to attend for any reason please call the office.
5. You may cancel a session by 12pm the day before by calling the school office and incur no charge: the amount will be credited to your account. Any cancellations made after 12pm the day before the session will **not** be refunded. This includes reasons of sickness.

After School Club

6. Bookings must be made through the School Gateway.
7. Bookings can be booked by 12pm the day before and must be made as early as possible to avoid disappointment
8. Parents may select the sessions that the children attend and this can be different from week to week.
9. If you require any additional bookings following the date the bookings facility closes you must call or email the office at admin@goffsoak.herts.sch.uk to check availability.
10. You may cancel or amend a session up to 48 hours in advance by calling or emailing the school office and incur no charge: the amount will be credited to your account. Any cancellations within 48 hours prior to the session (including reasons of sickness) will **not** be refunded but will need to be notified to the school office.
11. If your child is not going to attend for any reason please call the office.
12. If there is no availability your child's name will be added to the waiting list. This waiting list will be on a first come first served basis.

Fees and Payment

13. Payment will be required at the time of booking unless payment is to be made via the Government Tax Free Childcare system.
14. If you are paying via Government Tax Free Childcare please email the school office at admin@goffsoak.herts.sch.uk with date of payment, amount paid and reference.

15. Late collections outside of the session booked will be subject to a charge of £5 up to 15 minutes late and £10 up to 30 minutes late. The late fee will be added to your School Gateway account.
16. We are committed to providing a fair and open admission system that offers a competitively priced and good value service. The level of fees will be set by the school and reviewed annually in the light of the school's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.
17. Parents/carers are encouraged to speak to the office if they have any query about fees or likely to have difficulty in making payment on time.

Attendance, Collection and Closures

1. Please ensure your child arrives at Breakfast Club by 8:15am if they require food.
2. Frequent late collections may result in your child's place being withdrawn.
3. There will be no After School Club on the last day of each term when the school closes at 1:30pm.
4. The school office is not manned after 4:30pm therefore your call will be diverted to the After School Club team.
5. In the event of the school being closed, the Breakfast and After School Clubs will be cancelled. You will be refunded for the sessions should this event arise.

Government Tax Free Childcare Scheme

6. We can accept payments from the Government Tax Free Childcare scheme. For every £8 you pay into this scheme, the government tops up your account with a further £2. You can use this to pay for childcare. For example, if you deposit £80 into your Tax Free Childcare account the government will contribute £20, giving you a total of £100 to spend on childcare.
7. You can find out more about the scheme and your eligibility here - <https://www.gov.uk/tax-free-childcare>.
8. Please email the school office at admin@goffsoak.herts.sch.uk with details of any payments made to the school through the Government Tax Free Childcare including the reference number so that we can link the payments we receive to your account.

School Policies

9. Our wraparound childcare is run by Goffs Oak Primary school, it is staffed by our own school staff. All of the existing school policies apply during the times of the clubs. All policies can be viewed on the school website.