Diss and Scole Primary Academy Partnership
Extended Schools Provision
Booking Form

Child's full name
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……
…

Regular bookings
Please tick the days and sessions that you would like to book at the Breakfast and After School Club on a regular basis. All bookings must be made and paid for at least a week in advance using the Parentmail App to secure the place.

	Mon	Tues	Wed	Thurs	Fri
Breakfast Club					
Early Starts Club 8.30-8.45am (Scole only)					
Late Collection Club to 3.30 pm					
After School Club to 4.30 pm					
After School Club to 5.30 pm					
After School Club to 6.00 pm					

Start date: Week beginning
……

Please note:
Two weeks paid notice is required to cancel a reserved regular booking place at all clubs.

Individual session booking

Please note priority is given to regular bookings, therefore individual sessions may not be available on the days requested. All bookings must be made and paid for at least a week in advance using the Parentmail App. Please wait until you have received confirmation of your booking request before assuming you have a place.
Please write the date that you wish to book an individual session in the table below in the corresponding box.

	Mon	Tues	Wed	Thurs	Fri
Breakfast Club					
Early Starts Club 8.30-8.45am (Scole only)					
Late Collection Club to 3.30 pm					
After School Club to 4.30 pm					
After School Club to 5.30 pm					
After School Club to 6.00 pm					

Breakfast Club

· Sessions run from 7.45 am to 8.30 am daily.

· Each session costs £4.00.

· Breakfast is available (for example, cereal and toast).

· All children must be taken to the Diss Junior or Scole reception and signed in by a member of breakfast club staff.

· All children should arrive by 8am if they are to be provided with breakfast.

Early Starts Club (Scole only)

. Sessions run from 8.30 am to 8.45 am daily.

. All children must be taken to the Scole main reception.

Late Collection

· Sessions run from the end of the school day to 3.30 pm with collection up to 3.30pm from the Diss Junior site or Scole.

· Each session costs £2 per child from the end of the school day to 3.30 pm.

· All children must be collected from reception by 3.30 pm promptly.

· Charges will be applied if a child is not collected by 3.30pm in accordance with the Extended Schools Provision terms and conditions document (section 5).

Parents who book for the late collection club and arrive after 3.30pm will be charged an additional fee of £4.50 if they are late collecting their child up to 4.30pm. If a child is not collected by 4.30pm, a further additional fee of £4.50 will apply to 5.30pm. If a child is not collected by 5.30pm, a further charge of £1 will apply to 6.00pm.

Thereafter parents/carers will be charged a late collection fee of £10 per child per night for every five minutes up to 5.45pm and thereafter £5 per minute if they are late collecting their child. Our uncollected children policy will also be implemented.

After school

· Sessions run from 3.00pm-3.15pm to 6.00pm with collection by 4.30pm, 5.30pm and 6.00pm

· Each session costs £4.50 per child from 3.00-3.15pm to 4.30pm; £9 per child to 5.30pm and £10 per child up to 6.00pm

· An afternoon snack will be available to all children (for example squash, water and biscuits).

. A hot snack will be available to children when ordered in advance. There will be a charge for the hot snack chargeable per child per day (£2 as at October 2024)

· All children must be collected from reception by 4.30pm, 5.30pm or 6.00pm promptly. Parents will be charged a late collection fee of £10 per child per night for every five minutes up to 6.15pm and thereafter £5 per minute if they are late collecting their child. Our uncollected children policy will also be implemented.

All fees must be paid in advance using the Parentmail App.
For regular bookings, fees are required a week in advance, in accordance to our schedule.
For individual sessions fees must be paid BEFORE the child attends (a minimum of a week before the child attends).
All fees are subject to an annual review each September.
A registration form must also be completed before a child may attend the club.

Parent's signature .....Date .....

Office staff only

Registration form completed ..... (date)

For regular bookings:

Weekly fees: £ .....

Staff signature .....