THE VINE INTER-CHURCH PRIMARY SCHOOL

Breakfast and After School Club Policy, Admissions and Fees

Policy Development:	September 2026
Policy Ratification:	September 2026
Policy Review:	September 2027

Impact on Vision – Let Love Abide Here

At The Vine we believe in being respectful to all. Our admissions policy reflects a fair approach to allocating and retaining places at The Vine Breakfast and After School Club showing tolerance and compassion.

The Vine Breakfast and After School Club

The Vine Breakfast and After School Club is committed to safeguarding and promoting the welfare of children, the prevention of discrimination and the promotion of equality of opportunity for all and expects all staff and volunteers to share these commitments.

Policy Statement

- The Vine Breakfast and After-School Club accepts applications for children attending The Vine School aged between 3-11 years. We have provision for 38 places for Breakfast club and 70 places for After School club. We offer care 5 days per week with morning sessions from 7:30-8:30pm and afternoon sessions 3:00-6:00pm.
- We are an inclusive setting and The Vine School mission statement," All are welcome here" also applies to the breakfast and after school club. This includes all fathers, mothers, relatives, and carers showing regard for their gender, culture, language, sexual orientation, needs and disabilities. The Equality and Diversity Policy is available to all.
- We will consult with our parents and carers to make sure that our setting meets the needs of the children.
- We endeavor to meet the needs of as many parents and carers as possible but there may be times when places pre full, when this is the case The Vine Breakfast and After-School Club operates waiting list that is reviewed yearly. If a place becomes available during the year, then the waiting list will be consulted and parents/carers contacted accordingly.

Procedures/Registration

- New Parents will need to express their interest in place to be allocated access to the clubs on the Arbor Parent Portal.
- Parents can make the request using the Microsoft Form booking form –
- The Vine Inter Church Primary School - Expression of Interest for Wraparound Care – Fill in form

- Once allocated parents will be able to book sessions as required on a first come first served basis

Allocation of places

Places are allocated on a first-come first-served basis and only one term at a time will be bookable.

Pre School aged children can attend the BASC if they are registered and attending our preschool.

Oversubscription Criteria

In the event of there being more applications than the number of available spaces, the following oversubscription criteria will be applied to determine priority for places.

Criterion Description

- Children that have siblings attend the Vine Breakfast and After School Club on a permanent basis.
- Children require a full-time space which is 15 hours a week 3:00-6:00pm.
- Children that require a part-time space require a permanent place for a number of fixed sessions on set number of days/times.
- Children require a place for occasional sessions on a temporary basis.

Reserve List

- When there is not a space available, the child's details are automatically placed on a reserve list, ranked according to the oversubscription criteria. Parents will be contacted immediately if a place becomes available for their child but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

Fees and Booking

- Breakfast Club is £5.00.
- Afterschool Club is £7.00 for the first hour, £11.50 for 2 hours and £14.50 for 3 hours
- Sessions must be booked in advance
- Session numbers are fees are pre-set by the Governing Body and reviewed annually in the light of The Breakfast and After School Club's financial position and the charging structure of other local providers.
- Fees are payable at the point of booking and the amount payable will accrue as they are taken, payment is due within the month that the booking is taken.
- If parents/carers collect their child early or your child attends a club normal charge will still apply.
- In the event of illness normal charges will still apply.
- Cancellations, normal charges will still apply, cancellations for exceptional circumstances will be considered on a case-by-case basis.

Additional fees

- If parents/carers are late collecting their child they will be charged at £5.00 per additional hour up to 6pm, and £5.00 per 15 minutes after 6pm. This will be added to the fees.

Payment of fees

- Fees can be paid on the Arbor Parent Portal by debit card or via one of the Childcare Voucher providers. Fees are due by end of the month that the session is taken.
- Failure to make payment could lead to your child's place at The Vine Breakfast and After School Club being withdrawn.
- Payment via childcare vouchers is permitted, but please be aware that we must manually add these payments to the account and so there may be a slight delay in them showing on the Parent Portal.
- If fees are not paid by the end of the month, the school will follow up with parent/carer in writing and request payment.
- Parents/carers are encouraged to speak to the BASC Manager or the Finance Department if they are likely to have difficulty in making a payment on time, so that a mutually convenient payment arrangement can be agreed.
- If all options have been explored and the fees are not paid the club may be forced to terminate the child's place.
- If the fees are not paid, the debt will be reported to the Governing body and recoupment options pursued.

Giving notice

If a parent/carer wishes to give up their child's place at The Vine Breakfast and After School Club, then **4 weeks'**

written notice is required. Please be aware that contracted hours will be charged throughout the notice period whether the child attends the club or not.

School Policies

All school policies are applicable at the Wraparound Care provision.

Behaviour

Our expectation is that all pupils follow the same behaviour values, routines and expectations as when they are in school. The Head teacher reserves the right to withdraw a child from BASC where a child's behaviour does not meet those expectations.