

After School Care Information & How to Register:

We would like to take this opportunity to confirm the details and procedures for after school care

(Please note the booking system is applicable to all Boys' School pupils, Reception – Year 8, and any

Girls' School siblings wishing to use the service.):

Timings:

- The provision runs from 3pm to 6pm.
- Pupils are charged from the time they arrive at after school care.
- Siblings must be booked into after school care, however will not be charged. This is subject to certain conditions as follows:
 - The difference in finish time of the sibling must not be greater than 30 minutes e.g. A Year 1 pupil finishes at 3pm and their sibling, a Year 5 pupil finishes at 4.05pm.
 - The younger sibling must be collected from after school care prior to the older sibling's finish time.
 - If they are not collected within the appropriate time frame the prevailing rate will apply from the time that they arrived at after school care.

Bookings:

- For bookings made in advance (i.e. made prior to the commencement of term, by specified date)
 - To assist with planning, the booking form should be submitted at least two weeks prior to the start of a term please.
 - The form can be emailed to admin@cumnorhouse.com OR handed into the school office.
 - The cost for pre-booking is £3.95 per hour or part thereof (once the place has been booked it is chargeable without exception).
- For an ad hoc booking (i.e. son/daughter required to attend same day as request)
 - The attached booking form should be completed and emailed to secretary@cumnorhouse.com OR please contact Miss Pitman on 0208 660 3445 no later than 10am on the day that after school care is required.
 - Places will be allocated on a first come first served basis, which will be confirmed to you on the day.
 - The cost for an ad hoc booking is £4.00 per hour or part thereof (once the place has been booked it is chargeable without exception).
- Cancellation of after school clubs/activities
 - If an after school club/activity is cancelled prior to the day the club/activity was due to run then children are expected to be collected at normal end of school day. If after school care is required as an alternative then this will be charged at the pre-booked rate. You must follow the normal booking procedures as above and please state when booking that it is due to a club cancellation.
 - On the rare occasion an after school club/activity is cancelled on the same day it was due to run you will be contacted by the main school office. If required your child may attend after school care and this will not be chargeable, providing they are collected no later than the expected finish time of after school club/activity.
- Children arriving without an advance booking:
 - An automatic penalty of £5 per day, and then a charge of £4.25 per hour will be applied.