



# The Milford Academy

## Extended Hours Policy

Document Information			
School:	The Milford Academy	Version Date:	Autumn 2025
Approved by: (if applicable)	Governing Body	Owner:	Joe Turner
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# THE MILFORD ACADEMY

## Extended Hours Policy

Below are the Milford Academy Out of School Clubs Terms & Conditions. You will be bound by these throughout your time with Milford Out of School Clubs. These are subject to change and **we reserve the right to amend these at any time**. Please ensure you have read all points listed:

### **Breakfast Club**

- Breakfast club is open from **7.30am**. Doors will close for breakfast club at 8.30am. If your child wants to eat at breakfast club, they need to arrive by 8.15am
- All children who attend breakfast club will be escorted to their classrooms after breakfast club ends
- The cost of breakfast club is **£4.00 per session**, regardless of what time your child arrives
- If your child is in receipt of Pupil Premium or Service Pupil Premium funding, this can be used towards the costs of breakfast club

### **Premier Education After-School Club (formerly MOOSE club)**

- This after-school club is now ran by an outside provider. The Milford Academy has no involvement in the running of this club: we just provide the site
- All payments and arrears are dealt with by Premier Education
- To book on, this has to be done online, prior to the session taking place and can be done via this link: <https://family.premier-education.com/add-course/935248>

### **In House After-school Sports Clubs**

- At the Milford Academy, we also provide sports club throughout the year (during term time). These clubs are open to all children and spaces are filled on a first come, first serve basis. If your child misses out on these clubs, they will be on the top of the list for the next round
- Sports clubs are subject to change at short notice, depending on staffing in school
- These clubs are free of charge and are aimed at enriching the experience of school for our children

- Letters will be sent out each half-term with all information about clubs and how to sign up, location in school and collection times
- If your child attends Premier Education after-school club, they can still sign up for the sports clubs and be taken over to Premier Education after the session has ended. Premier Education after-school club will still be charged at full price
- Each child's place is based on good behaviour choices. If this is not adhered to, we may be in contact to inform you that they may be removed from the club

#### **Codes of Practice**

- It is important that the school office is notified if your child is to be absent. All absence within 24 hours of the club may be charged at full price
- If your child is ill, please call the school office by 8am on the day or notify us in advance where possible.

#### **Arrears and Debt Recovery – Breakfast Club**

- If payment is not received in advance, we will issue a reminder and request payment before they come to the next session the child is booked on to
- If you are struggling to make payment, please contact us to discuss in the first instance
- We will work with you to agree a repayment plan
- If no payment is made and we are unable to contact you, further action will be taken which will include the following:
  - Additional administration fees
  - Ask you to reduce the days your child attends
  - Ask you to remove your child/children from Milford Out of School Clubs. This could incur a one month 'notice period' charge

#### **Arrears and Debt Recovery – Premier Education After School Club**

- Arrears and debts for this club are not in the remit of school – we are not involved with these and they need to be directly dealt with by Premier Education
- If you have any issues regarding payment or debts for this, please contact Premier Education:

Andy Mellors

Area Director

Premier Education

07786 851027

[www.premier-education.com](http://www.premier-education.com)

#### **Sickness**

- Children suspected of suffering from infectious conditions will be excluded from the Out of School Clubs for 48 hours or until medical treatment has been sought and the child is well

- In an emergency we need to contact you quickly. It is therefore VITAL that you update any changes of contact details with us
- We may ask you to remove your child from the Out of School Clubs for a period if we feel they may have a contagious illness to ensure we minimise the risk of this spreading

### **Personal Property**

- We cannot accept responsibility for lost or broken items and staff may not always have time to look for these items
- No toys should be brought into either Breakfast or after-school clubs
- Everything you bring into clubs must be clearly labelled with your child's full name
- When weather permits, children will be taken outside and therefore you should supply suitable clothing i.e. coat and sunhat
- Parents are not permitted to park on the car park, or drive up the school drive for safety reasons, and must park in an alternative location

### **Policies**

Access to the Extended Hours policies, along with all other policies, can be found on the school website.