



ST PAUL'S CofE PRIMARY SCHOOL

Rise
Raising the Standard

Meadow Road, Woodhouse Eaves, LE12

8SA Tel: 01509 890483

Website: [https://www.st-](https://www.st-pauls.leics.sch.uk/)

[pauls.leics.sch.uk/](https://www.st-pauls.leics.sch.uk/)

E-mail: office@stpauls.risemat.co.uk

Headteacher: Mrs Lisa Gilchrist

Extended Services – Breakfast/After School Club Terms and Conditions from January 2026

Numbers and demand for the extended services clubs have dramatically increased in recent years. Unfortunately, last-minute cancellations often mean a place cannot be offered to another child. Therefore, we ask that you only book sessions you genuinely need. The following procedures must be followed.

Booking and Charges

- All Breakfast and After School Club sessions must be booked via Arbor.
- Sessions must be booked online, where you will also be able to view your balance.
- Payment is required at the time of booking unless you are paying via childcare vouchers.
- If paying by childcare vouchers, please inform the school office. Voucher payments arrive in arrears, and your balance will be updated once received.
- To book for the following term, all outstanding balances must be cleared by the end of the current term.
- Failure to clear your balance will result in being unable to make future bookings.
- Sessions must be booked at least **12 hours** before the session begins.

Prices (Effective on bookings from 5th January 2026)

- **Monday–Friday Breakfast Club:** £5.50 (7.45am–9.00am, breakfast included)
- **Monday–Thursday Planet Play:** £11.00 (3.20pm–5.30pm, tea included)
- **Monday–Thursday Planet Play:** £5.50 (collection at 4.30pm, no tea)
- **Monday–Thursday Planet Play:** £7.00 (used between 4.30pm–5.30pm after an activity club, tea included)

Please ensure the correct price is selected when booking.

Late Collection Fees

Parents who arrive after their booked collection time for Planet Play will be charged a late fee of **£5 per child for every 5 minutes late**. Please ensure you book the later session if you will be collecting after 4.30pm.

Friday Play & Stay Club

Football and Fitness will run a Play & Stay Club on Fridays from 3.30pm–5.00pm (no tea provided). Bookings must be made directly with Football & Fitness.

Cancelling Sessions

- The cancellation deadline is **12 midnight on Friday** for the week ahead.
- No refunds or credits will be issued for cancellations or amendments made after this deadline.
- If your child will miss a booked session, please inform the school office. No refunds or credits will be issued following the cancellation deadline.
- If your child is on a school trip, you must inform the office to cancel their place, and you will not be charged.
- If your child is ill or sent home unwell, please inform the office and the school will cancel the session for you.

Contact Information

Please call the school on **01509 890483 (OPTION 2 ONLY)** for:

- Additional information for Breakfast/After School Club staff
- Informing staff if your child will not be attending

Drop-Off and Collection

- Drop-off is between **7.45am and 8.30am** at the hall door only.
- Collections are from the school hall doors only, either at **4.30pm** or between **5-5.30pm**.
- Please use the **Rawlins Close gates**.
- You will not be able to drop off or collect your child via the School Office.

Important Notice

By making your first booking for 5th January onwards, you are indicating that you accept these new terms and conditions. These booking conditions must be adhered to in order to maintain your child's place.