St Joseph's Catholic Primary School, Pontefract, A Voluntary Academy

Lower Foundation 15-hour Extended Provision Payment Policy 2026/27

St Joseph's Catholic Primary School, Pontefract
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Headteacher: Mrs Velayudhan Tomlin
Deputy Headteacher: Mr Bartram

Mission Statement

Our Mission:

Inspired by Catholic teaching, we learn how to serve and love each other as disciples of our world with the same faithful joy which we see in Jesus, our saviour and our Lord.

TO LOVE AND SERVE WITH JOY

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1. Lower Foundation Provision Policy

a. Aims

Extended provision is for children attending for full days who stay in our care during full days in school.

We offer a safe and secure and friendly environment in which children can enjoy a variety of activities under the supervision of qualified staff.

b. Staff

- Our extended provision will be run by school staff.
- The ratio of staff to children will be in accordance with Government recommendations.

c. Behaviour

- We expect our children to follow the same rules and expectations in terms of their behaviour as we do in school.
- Where there is a persistent issue with behaviour that cannot be resolved by following the school policy, we reserve the right to exclude a child from staying at extended either on a fixed term or permanent basis.

2. Terms and Conditions

a. Provision

- Extended hours provision payment is for school staff supervising our children for the extra 40 minutes at the end of the two full days.
- It is offered Monday and Tuesday for the children who attend 2 and a half days at the beginning of the week (Monday – Wednesday AM) and Thursday and Friday for the children who attend 2 and a half days at the end of the week (Wednesday PM to Friday).
- We require a minimum of 2 weeks' notice period should you wish to withdraw your child from your place within the nursery setting.

b. Fees

- The extended hours provision is optional. If your child stays at school until 3.25pm, an invoice to cover the additional time will be issued to you. If you do not want to pay provision you must pick your child up at 2:45pm.
- The cost of extended hours provision is £9.00. If your child stays at school until 3.25pm this is an extended time of 40 minutes which will cost £6.00.
- Payment for the term must be made in advance via Arbor before the start of the term.
- It is charged for one term at a time.
- Non-payment may result in your child not being permitted to stay until 3:25pm.
- If a child is absent on a day, they are due to attend, payment will not be refundable as staffing provision will have been made and these costs will still need to be covered.
- Enquiries regarding the extended provision should be made via email to admin@sjp.bkcat.co.uk

3. Extended 15 hours Provision Payment dates and cost 25/26

Children attending full days Monday and Tuesday

Provision Monday/Tuesday				
Term	**Dates**	**No. of Days**	**Cost per Day**	**Total**
Autumn	02/09/2026 - 22/10/2026	14	£6.00	£84.00
Autumn	02/11/2026 - 18/12/2026	14	£6.00	£84.00
Autumn Total	**To be paid by: 1st September 2026**	**28**	**£6.00**	**£168.00**
Spring	45/01/2027 - 12/02/2027	12	£6.00	£72.00
Spring	22/02/2027 - 25/03/2027	10	£6.00	£60.00
Spring Total	**To be paid by 4th January 2027**	**22**	**£6.00**	**£132.00**
Summer	12/04/2027 - 28/05/2027	13	£6.00	£78.00
Summer	07/06/2027 - 16/07/2027	12	£6.00	£72.00
Summer Total	**To be paid by 12th April 2027**	**25**	**£6.00**	**£150.00**
Total for 2026/27		**75**		**£450.00**

Children attending full days Thursday and Friday

Provision Thursday/Friday				
Term	**Dates**	**No. of Days**	**Cost per Day**	**Total**
Autumn	02/09/2026 - 22/10/2026	15	£6.00	£90.00
Autumn	02/11/2026 - 18/12/2026	14	£6.00	£84.00
Autumn Total	**To be paid by: 1st September 2026**	**29**	**£6.00**	**£174.00**
Spring	45/01/2027 - 12/02/2027	12	£6.00	£72.00
Spring	22/02/2027 - 25/03/2027	9	£6.00	£54.00
Spring Total	**To be paid by 4th January 2027**	**21**	**£6.00**	**£126.00**
Summer	12/04/2027 - 28/05/2027	14	£6.00	£84.00
Summer	07/06/2027 - 16/07/2027	12	£6.00	£72.00
Summer Total	**To be paid by 12th April 2027**	**26**	**£6.00**	**£156.00**
Total for 2026/27		**76**		**£456.00**

4. Lower Foundation 15 hour Extended Provision - Home/School Agreement

Name of Child _____

Parents/Carers will:

- Support and work with the school and encourage positive attitudes to education.
- Support the school in our efforts to promote positive behaviour and inform the school of any relevant information that may affect your child's behaviour.
- Complete this home school agreement prior to the first time your child attends school giving parental/carer consent.
- As part of the admission process agree to pay the cost of the provision as part 3 in this policy (page 4) and before each term starts.
- Understand that by ticking the parental consent box on the online booking system I am agreeing to the terms and conditions in this policy.
- Understand that school requires a minimum of 2 weeks' notice period should you wish to withdraw your child from your place within the nursery setting.
- Understand that school does not sell single sessions.

I agree that if I fail to pay, this will result in my child no longer being able to stay until 3.25pm.

School will:

- Provide a caring secure environment so that all children attending will feel valued and have sense of worth. The school operates a best value policy when setting realistic charges for attendance of extended provision. If there is to be an increase in the fees charged, parents/carers will be given one month's notice.
- Provide a wide variety of activities to engage children's interests.

Parent/carer signature.....

Date.....

Headteachers signature

Please return one signed copy to school prior to your child starting.