

Mowden Extra Before and after school provision

Terms and Conditions

Mowden Schools provide before and after school wrap around care for our pupils, held at Mowden Junior School.

Our Mowden Extra sessions will be primarily play led alongside other activities throughout the week, e.g. craft, art and sport activities.

Before school sessions are **from 7.30am** until the start of the school day.
After school sessions are from the end of the school day **until 6.00pm**



Booking

1. All booking requests must be forwarded to MowdenExtra@mowden.nalp.org.uk. A booking form will then be issued via ParentMail, subject to availability.
2. Ad hoc or one-off sessions are also bookable, subject to availability.

Fees

3. Fees will be reviewed at least annually to ensure the viability of the Mowden Extra provision.
4. At least one month notice will be given in the event of a price increase.
5. Charges will not be made for bank holidays.
6. Charges will not be made where the school is forced to close in exceptional circumstances.
7. There will be no deduction in fees for sickness or any other kind of absence.
8. There will be a late fee of £5, per child, for late collection between 6.00pm and 6.15pm. There will be a further £5 fee, per child, for each 15 minutes thereafter.

Account Management and payments

9. Payment is through the ParentMail app.
10. We accept Childcare Vouchers and will allocate payments to your account upon receipt from the provider. Please check for registered providers overleaf.
11. Payment must be made at least one calendar month in advance, by 20th of each month.
12. If your account falls into arrears, recovery action will be taken. This could result in your child losing their place and further costs may be incurred.
13. If payment is received late, subject to availability your place/s may be re-instated. A £20 administration fee will be charged in this situation.

Amendment and cancellation of sessions

14. One-off sessions are bookable subject to availability. These are non-refundable.
15. Increase of sessions - Requests for additional sessions will be given as soon as possible subject to availability.
16. Reduction of sessions - One month written notice is required to decrease the number of sessions. Failure to provide the required notice will result in a continuation of charges.
17. Termination of sessions - One month written notice is required to cancel sessions. Failure to provide the required notice will result in a continuation of charges.

Missed or uncancelled sessions

18. Missed and uncancelled sessions are payable. If your child is unable to attend a booked session, for any reason, please notify MowdenExtra@mowden.nalp.org.uk as soon as possible.

Headteacher: Lexi Wilkinson

mowden.nalp.org.uk

📍 Mowden Infant School Bushel Hill Drive Darlington DL3 9QG 📍 Mowden Junior School Conyers Avenue Darlington DL3 9DE
☎ 01325 380820 ✉ family@mowden.nalp.org.uk ✉ admin@mowden.nalp.org.uk

Behaviour – being ready, respectful and safe

Mowden Extra follows the Mowden Schools Behaviour and Recognition Policy to ensure a safe, respectful and supporting environment for all children.

19. Expectations: Children attending sessions are expected to follow the same 'be ready, respectful and safe' standards as during the school day.
20. Communication: Parents/carers will be informed of any concerns that arise during sessions.
21. Consequences: If a child repeatedly fails to follow the Behaviour and Recognition Policy despite support and communication their Mowden Extra place may be withdrawn. This decision will be made in consultation with the school leadership team and communicated clearly to the family.
22. Mowden Extra and Mowden Schools do not accept responsibility for the possessions or valuables belonging to children while they are attending sessions.
23. **Before school sessions** are from **7.30am** until the start of the school day.
 - Breakfast is served until 8.30am.
 - Children arriving after 8.30am must be given breakfast prior to arrival at the session.
 - Children will go straight to class from the before school session, at the start of the school day.
24. **After school sessions** are from the end of the school day until **6.00pm**.
25. Handover
 - All children booked in to an after school session will attend the session, held at the end of the school day, unless you have notified the school otherwise.
Should you wish to collect your child at the normal end of the school day, and have not given advance notice, we will require you to collect and sign your child out from the after school session. In such circumstances the fee will remain payable.
 - Pupils will be marked on an attendance register and staff will sign your child out when they are collected, also recording the time of collection.
 - Parents/Carers must provide details of who can collect children from after school sessions and any changes must be notified to Mowden Extra as soon as possible.
26. Light tea
 - A drink and light tea will be provided.
 - Allergen and dietary information already held by the school for pupils will be referred to. Please provide any updates to the school office.
27. Collection
 - The latest collection time for children attending after school sessions is 6.00pm.
 - A late collection charge of £5 per child will be made for late collections after 6.00pm. A further £5 per child will be charged for collections after 6.15pm. There will be a further £5 fee, per child, for each 15 minutes thereafter.
 - Any child repeatedly collected late will risk the place being withdrawn.
 - Mowden Extra staff must be made aware, in advance, if someone other than the usual person is to collect your child. In these circumstances the registered password must be used.
 - In an emergency, Mowden Extra staff can be contacted on 07853 598 091 during session times.
28. **On-site safety**
 - Car users may use the Junior school car park. For safety reasons, please do not go beyond the yellow sign for staff parking.
 - Pedestrians must use the footpath leading to the junior school.
 - Responsible adults must escort children to and from the school.

Additional Information

First Aid Provision

- A qualified paediatric first aider is present at all times during Mowden Extra sessions.

Accident Reporting

- Any accidents or incidents that occur during Mowden Extra sessions will be recorded and shared with parents/carers at handover.
- In the case of a more serious accident or incident, the registered emergency contact person/s will be contacted immediately.
- First aid will be administered and recorded by an appropriately trained member of staff.
- A written first aid note will be provided at handover, detailing the nature of the event and any treatment given.

Safeguarding

- In accordance with Safeguarding arrangements, all staff involved in the provision of Mowden Extra sessions will have a current DBS clearance and appropriate safe recruitment checks.
- Mowden Extra staff will follow existing school policies and procedures for child protection and the code of conduct. Where ICT equipment is used they must also follow the online-safety policy and procedures
- Relevant Safeguarding procedures are in place and any safeguarding concerns will be referred to and dealt with directly by the DSL/headteacher or deputy headteacher.

Staffing

- Sessions are staffed according to pupil numbers to ensure appropriate ratios are maintained.
- All staff hold full enhanced DBS disclosures, first aid certificate and have Safeguarding training.

Childcare Voucher Providers Registered

Voucher Provider	Mowden Extra reference	
	Infants	Juniors
Childcare Choices	50167121820	50167121839
Reward Gateway	25860890588	86674116363
EdenRed	P21371980	P21371971
Wider Plan (Kiddivouchers)	DL3 9QG	DL3 9DE
Bravo Benefits	Please notify Bravo and they will contact school directly	
Computer Share Voucher	0027038973 / DL3 9QG	0027038762 / DL3 9DE
Pluxee	923274	923286

By your child attending Mowden Extra you are agreeing to the terms and conditions outlined.

The terms and conditions will remain under review and may be subject to change. Any changes will be communicated.