



Head Teacher: Miss Sarah Vass

Great Totham Primary School
Walden House Road,
Great Totham.
CM9 8PN

01621 891091

admin@greattotham.essex.sch.uk

The Lodge Extended School Provision Terms and Conditions

Great Totham Primary School's extended provision, known as The Lodge, aims to provide high quality, affordable and accessible childcare.

Club Organisation

The Lodge is located on the site of Great Totham Primary School and is subject to all school policies and procedures. All staff working within the club are employed by the school and subject to safer recruitment procedures and school terms and conditions of employment. All staff are responsible for ensuring school policies and procedures are followed and maintained at all times in addition to any particular procedures pertaining to The Lodge.

Working in Partnership

- If a child is having any problems these are communicated and parents and staff work in partnership to resolve the issues
- Information about The Lodge Extended Provision is included on the website or from Miss Atkinson in the school office
- Parents are informed of any changes to The Lodge via Parentmail e.g. opening times or fees
- If a parent has a concern, staff listen and make notes if required. The Lodge manager will ensure that a prompt response is received. The Head Teacher is informed
- All information and records held by The Lodge on a child are to be made available to parents on request unless subject to a police/social services enquiry
- All documents will be disposed of in line with school GDPR policy and retention schedule (please see our website)
- Any formal complaints are handled by the Head Teacher using school procedures

The Lodge Costs

The costs of The Lodge sessions are set and reviewed by the Governing Body of Great Totham Primary School. All costs associated with The Lodge must be funded through income generated as The Lodge is not part of the school's core educational provision. The Governing Body is however committed to keeping costs low.

Morning session £4.00 children can be signed in from 7:30 a.m. The session includes breakfast.

Afternoon session until 5:30 p.m. costs £8.00. The session includes a light snack.

Afternoon session until 6:00 p.m. cost £9:60. The session includes a light snack.

Parents will be billed on the last school day at the end of each month and childcare vouchers can be used. Details and advice can be found online at www.gov.uk/help-with-childcare/childcare-vouchers

Enjoy, Respect & Achieve

The school respectfully reserves the right to suspend services provided by The Lodge to children of families who have not paid their monthly bill within 14 days. Families facing any financial difficulties should contact Miss Atkinson in the office or arrange a meeting with Miss Vass.

Lodge Bookings

Breakfast Sessions

No formal formally booking required, please bring your child in morning and sign them in

After School Session

All bookings via email to Miss Atkinson on thelodge@greattotham.essex.sch.uk

Please note, we have a 1pm cut off for on the day bookings. Therefore we cannot guarantee a place for your child if you request a place after this time.

In an emergency ring Miss Atkinson in the school office (01621 891091) on extension number 211

Please note that we require 24hrs notice if you are cancelling a booking otherwise you will be charged, unless your child was taken ill and sent home from school during the day.

Morning Drop and Collection

Children should be escorted to The Lodge in the morning and signed in against the register. Staff will ensure they safely go into school after the morning session.

In an evening parents should collect children from The Lodge and ring the bell to get a staff member's attention. Anyone other than a parent collecting a child must have an agreed password and be named on The Lodge records.

Children must be signed out by the person collecting and the time marked in the register.

Late Collection Procedures

In the event of unavoidable delay the person collecting must ring The Lodge on 01621 891091 ext. 232 or option 5 to inform staff.

Any late collection after 5:30pm will be charged for the full afternoon session. Collections after 6:00pm may be charged a late fee of up to £4. At no point will a child be left unattended however in the event that a child has not been collected and we have been unable to reach any of the emergency contacts, social services will be informed.

If a child is being regularly collected after 6pm, a warning letter may be issued and any future attendance at The Lodge put into question.

Medical/Personal Needs

On completing the application form, a staff member will contact parents to discuss any issues pertaining to specific medical needs or any other issue raised.

The snack menu is available on the school website. Parents with concerns relating to allergies should speak to a staff member.