# Great Ellingham School
## Extended Schools Booking Form/Agreement (revised 19/10/2026)

We offer our early starter and late pick-up extended school provision to children five days a week, based on demand.

Please tick the regular sessions you wish to book. If ad-hoc sessions are needed, please email the office with details in advance.

| | COST | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---|---|---|---|---|---|
| **MORNING CLUB** | **£2.50** | | | | | |
| **AFTERNOONS**<br>Until 4:30pm Mon-Thurs<br>Until 4pm on Fridays | **£5** | | | | | |
| Until 5pm | **£7** | | | | | |
| Additional time after cookery club finishes | **£2** | | | | | |

**Agreement:**

- Bookings to be made half-termly where possible and payment on SCOpay within 14 days.
- Charges are <u>non-refundable</u>, (e.g. illness, alternate arrangements and holidays)
- Minimum and maximum numbers will apply.
- A late charge of £5 per 15 minutes (or part thereof) per child will be payable in the event of non-collection by the end of the session.
- Children must be taken to and collected from the school entrance.
- The school will use your emergency contacts and medical details already on record.
- Charges will be regularly reviewed by governors to cover costs.
- If sessions are not viable they will be withdrawn (with sufficient notice).
- Parents will give sufficient notice (half term) when their bookings change.

**Signed by parent:** _____ **Date:** _____

**Name of child/ren:** _____ _____

Executive Headteacher:
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