



# Whitstable & Seasalter Endowed Church of England (Aided) Junior School

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## LIGHTHOUSE KEEPER'S CLUB



### INFORMATION for PARENTS AND CARERS

As a school family, living and learning with a thirst for knowledge, we delight in everyone's achievements sharing joy and laughter along the way.

With the love of God we nurture aspirations, celebrate each other's individuality enabling all to flourish. We let our lights shine in school, our community and the World beyond.

LET YOUR LIGHT *Shine*  
Matthew 5:14-16

Love ★ Joy ★ Goodness ★ Resilience ★ Trust

We are pleased to be able to offer our children Extended Care in the form of a Breakfast and Afterschool Club, known as 'Lighthouse Keeper's Club' (LHKC). This club is run by the school directly and operates with our Vision and Values at the heart of all we do. The sessions are held in term time only and due to space, are currently only offered to children that attend Whitstable Endowed School. LHKC is staffed by members of school staff and managed by Mrs Haines. LHKC is held in our Garden Room, which is the newer building at the front of the school.

#### Times

Breakfast Club: 7.30am to 8.50am  
Afterschool Club: From 3.20 pm to 6.00pm

#### Fees

Breakfast Club £5.00 per session (*includes breakfast, if required*)  
£5.50 late booking fee  
Afterschool Club £10.00 per session (*includes healthy snacks and drinks*)  
£10.50 late booking fee

*NB Prices are reviewed annually and any increase in prices will be notified to parents in advance of the change.*

#### Food

A selection of toast, cereals, fruit etc will be offered to the children for breakfast, if they want it. For Afterschool Club a substantial healthy snack is also offered and water is available throughout the sessions. A menu is available to view at LHKC or on the website. Allergies and special diets can be catered for as appropriate and all allergen information is available on request.

#### TERMS AND CONDITIONS

##### Payment and Booking

Booking and payment for LHKC is due prior to your child's attendance at the clubs (except in unexpected or emergency circumstances). Bookings by parents/carers for attendance at both Breakfast and Afterschool Clubs must be made through the MCAS App (My Child at School via Bromcom). Please follow the steps set out in a separate letter on how to set up an account if you do not already have one. Payment is required at the time of booking places via MCAS and bookings are confirmed once payment has been made in advance.





Bookings will be accepted on a first-come basis together with matched payment received. **Failure to book** and **make payment** for your child in advance may result in a telephone call from the school requesting that you collect your child. Parents who wish to pay using childcare vouchers will still need to ensure that their child is booked in and credit loaded to your child's account. All sessions, whether Breakfast Club or Afterschool Club must be booked in advance. For afterschool club sessions these need to be done within 24 hours. If a breakfast club place is required at short notice, we may be able to accommodate your child. However, a phone call should be made in the first instance to establish whether there is space available before arriving at the club. A late booking fee will be applied if bookings are not made within 24 hours of the place that is required.

**Please note that you will not be able to book places at LHKC until you have signed and returned a copy of this form, thank you.**

### **Cancellation of a Booking**

You may cancel your child's booking and providing 24 hours written notice, either by email or the online booking system, is received you will not be charged. Any payment received for the booking will be carried forward to be used against another session. We are sorry but payments cannot be refunded and payment will be due for non-attendance or cancellation if notice has not been received within the 24 hours timescale.

### **Late Bookings**

Due to the additional administration required, including appropriate staffing levels of the club, a late booking charge will be applied to any bookings requested after the cut off times. By signing this agreement, you are accepting any late booking charges that need to be applied in this regard.

### **Non-Attendance**

If you have booked your child into LHKC but for whatever reason they will not be attending, it is important that you telephone the school office to advise of the change. There will be no reductions or refunds and full fees are payable for any absences, unless 24 hours written notice is notified to the LHKC email address to say why your child is absent.

### **Accidents**

These will be recorded in the accident book and reported to parents.

### **Sickness**

If your child is ill during LHKC hours we will contact you in the first instance and then your emergency contacts, should we not be able to reach you.

### **Behaviour**

The same high standards of behaviour will be expected at LHKC as during normal school hours. LHKC will run by the same school rules and follows the school's Relationships Policy (Behaviour). Any child that does not follow the school's expected behaviour, will be reported to the Headteacher and appropriate action taken.

### **Arrival and Departure**

The main school gate is closed at all times, except for normal school arrival and departure times. To gain





entry to LHKC, you will need to press the intercom button for 'Lighthouse Keepers' which is located on the main intercom post.

- Press the button
- Wait for answer
- Identify yourself and who you are dropping off or collecting
- **For Breakfast Club** - Once the gate has been released, your child can either walk around to the new blue metal gates to the left of the drive or you can bring them to the gates.
- **For Afterschool Club** - You will be let into the school grounds to walk to the left of the school to wait by the new blue metal gates. Please wait by these gates for a member of LHKC staff to meet you with your child.

When dropping off or collecting your child, if either the main vehicle or pedestrian gates are open due to another school event taking place, please still follow the normal drop off and collection arrangements as set out above. This helps to protect all our children and staff and notifies the LHKC staff that they know who is on the site at any time; for safeguarding procedures. Could we also please ask that parents and children do not walk through the vehicle access gate for health & safety reasons, thank you.

When collecting your child from LHKC, if for any reason the intercom is not answered, please telephone LHKC direct on **07938 712650** or the main school number above.

**The church driveway, church car park and ground at the back of the High Street shops are not available for parent and carer use as these are private grounds and property not owned and maintained by the school.** When collecting your child please therefore do not park on the driveway (as you will be impeding the access of emergency vehicles to the Endowed School) or in the church car park. Your cooperation is greatly appreciated, thank you.

### Late Pick-Up

If you know that you are going to be unavoidably late you must if at all possible, telephone to let us know. You can do this by telephoning the school direct up until 4.00pm. If you need to notify us of a late pick up after 4pm, please ring LHKC direct on 07938 712650. If for any reason you have not collected your child by 6.00pm and the staff in LHKC have not received any messages, your emergency contact numbers will then be telephoned. In the unlikely event that we have not been able to make contact with you or your emergency contact numbers, the Headteacher will be informed and school staff will continue to ensure the safety and well-being of your child until they are picked up.

A penalty charge of £10 will come into effect after a third late pick up and should the situation continue then a decision will be made as to whether LHKC is the appropriate care for your child.

For any information or advice relating to our Lighthouse Keeper's Club, please contact:

Mrs Kath Haines (Lighthouse Keeper's Club Manager) [khaines@whitstable-endowed.kent.sch.uk](mailto:khaines@whitstable-endowed.kent.sch.uk)  
Mrs Tracey Mitchell (Lighthouse Keeper's Club Deputy) [tmitchell@whitstable-endowed.kent.sch.uk](mailto:tmitchell@whitstable-endowed.kent.sch.uk)  
Lighthouse Keeper's Club bookings and communication [lhkc@whitstable-endowed.kent.sch.uk](mailto:lhkc@whitstable-endowed.kent.sch.uk)





Please tick and sign below to show your agreement to the above conditions\*:

<input type="checkbox"/>	I agree to book and pay in advance and understand that all unattended sessions will be charged
<input type="checkbox"/>	I agree to give 24 hours written notice to withdraw my child, or pay the relevant costs for that session/s
<input type="checkbox"/>	I understand that if fees are not paid on time, my child will be unable to attend LHKC and the school will contact me to collect my child from school
<input type="checkbox"/>	I understand that bookings not made with the required notice, will be subject to a late booking fee.

*\*In exceptional circumstances and in line with our school's Vision & Values, the Headteacher may use her discretion, if deemed appropriate*

SIGNED .....

NAME (PRINTED) ..... DATE .....

CHILD'S NAME .....

THESE TERMS AND CONDITIONS WILL BE SUBJECT TO ANNUAL REVIEW AND PARENTS AND CARERS WILL BE NOTIFIED WHEN CHANGES ARE MADE  
(UPDATED MAY 2026 TO BE EFFECTIVE FROM SEPTEMBER 2026)

