



WOODBRIIDGE
COLLEGE

Extended Day Policy

**Written and reviewed on behalf of Woodbridge College a Partner
of Woodbridge Trust**

***Written: Sept 2024
Due for Review: Sept 2025***

Extended Day

Woodbridge College provides support for students for an extra 2 hours per day, one hour immediately prior to the start of the day and for one hour after.

This is a chargeable offer at a rate per hourly session. The extra 2 hours are staffed by college staff, with a ratio of staff appropriate to need. There is always a member of the Senior Leadership Team present on site during these additional times.

All Woodbridge College Policies and Procedures apply to these additional hours.

This document is to be read in conjunction with:

- Extended Day Agreement

Extended Day Agreement 2024-25

This contract is for the Academic Year 2024-2025

Student Name:

Extended day £7.50 per session for the following weekly sessions:

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

The sessions are calculated from Sept to July with the first payment of £xx.xx followed by 10 monthly payments of £xx.xx

This payment is requested monthly in advance and it is our policy that refunds will not be given for student absence.

Please complete the following declaration:

I understand that it is my responsibility to ensure that the amounts as detailed above are paid monthly in advance by BACS transfer to Woodbridge College.

Woodbridge College Sort Code: 30-91-01 (Lloyds Bank) Account Number: 19419860

Reference: WA (Students Name)

In order to cancel your Extended Day place or amend sessions we require 4 weeks written notice. We will take into consideration any extenuating circumstances and this may be waived at the discretion of the College Principal.

Failure to pay the monthly amount in advance would sadly result in the loss of the Extended Day place.

Parent / Carer Signature Dated

Please sign both copies and return one to college.

Kind regards

Marie Cullen
College Principal