

Breakfast and After School Club

TERMS AND CONDITIONS

- Clubs run term time only.
- Bookings **MUST** be made in advance. We have a limited number of spaces so cannot accept 'drop ins'.
- Bookings should be made via Scopay. If less than 24 hours' notice please book by contacting the school office.
- Bookings for After School Club must be made no later than 1:00pm on the day they are needed; sessions for Breakfast Club must be booked by 3:30pm of the day prior.
- If less than 48 hours' notice is given for non-attendance a cancellation fee will apply.
- Children attending Breakfast club must arrive no later than 8:15am.
- We would ask Reception and Year 1 parents to escort their child to the hall; all other years should make their own way. Please wear a mask when within the school building unless exempt in which case notify the school.
- All children must be registered by the club staff and time arrived/left recorded.
- Parents/carers must inform the school office of any change in contact or collection details.
- Parents/carers are asked to instil the importance of good behaviour at School Clubs. Should pupils not maintain the expected behaviour, we may not be able to offer this service to parents as ratios cannot account for individual support.
- The Breakfast and Afterschool Club Policy is available on the school website.
- Payment should be made in advance, online via Scopay. We also accept childcare vouchers or Tax-Free Childcare payments, these will be allocated to the child's account once they appear in the Academy bank.
- Invoices will be sent out at the end of each month for accounts in arrears and we will require prompt payment.
- If the club is forced to close because of circumstances beyond our control, fees will be refunded to the child's account.

Late Collection from After School Club

- You must collect your child by 5:30pm Monday to Thursday and 5:00pm on Friday. Late collection will incur a penalty fee of £2.50 for every 15 minutes or part of 15 minutes after closure of the club.
- If your child is booked in for part of the session and collected late, the next full session fee may apply.

Please complete below to confirm you agree to the above:

Name of Child/ren Class

I agree to abide by the Terms and Conditions above with regard to my child attending Breakfast/After School Club.

Name of Parent/Carer..... Date

Signed