



Trinity St Mary's C of E VA Primary School

Terms and Conditions

We aim to provide a high quality service which meets the needs of both parents/carers and children. For parents/carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, to try out different activities, to relax, to have fun and enjoy.

After School Club Service

The after school club is open to pupils attending Trinity St Mary's C of E Primary School and St Joseph's Catholic Primary School in Reception Class through to Year 6. Places are offered on a first come first served basis and if all places are filled a waiting list will be established.

After school club will run Monday to Friday from the end of the school day. Parents can choose an early session until 4.15pm or a late session until 6.00pm. It will not operate in school holidays or on Trinity St Mary's non-pupil days.

A light snack and drinks will be provided to those children attending after 4.15pm.

A variety of activities supervised by after school club staff will be provided to occupy the children until the start of school.

Registration

Only children for whom a registration form has been completed and whose place has been booked and confirmed in advance (whether for regular or ad hoc attendance) may attend after school club.

Dietary Needs, Medical Conditions and Medication

In line with school policy, any medication bought in must be clearly labelled and handed to a member of staff and a 'Request for the Administration of Medication in School' form should have been completed. These forms will be available from the school office.

It is the parent's responsibility to disclose any special dietary needs or medical conditions on the registration form, and to ensure that any changes are communicated immediately.

Children are not permitted to bring their own food to after school club unless this has been agreed in writing by the school in advance of their attendance at the club.

Weekly Sessions

On receipt of a registration form, the school office will advise whether a space is available. If no space is available, then the parent/carer will be notified that their child is on a waiting list. Places are offered on a first come first served basis.

Ad Hoc Sessions

These must be requested in writing by completing the registration form. Once a completed registration form has been received parents can book ad-hoc sessions by contacting the school office no later than midday the

day before the place is required. The parent/carer will be notified as soon as possible after receiving the request, if a place is available. Places are offered on a first come first served basis.

Payment of Fees and Cancellation

The cost per session is £5.00 for the early session (until 4.15pm) or £14.00 per session for the late session (until 6.00pm). Late pick up fees are chargeable at £5 per 5 minutes late for each child where the child is collected more than 10 minutes late.

Parents will be given one term's notice of any change in fees.

The preferred payment method is via ParentPay and a payment item will be assigned to you for this purpose once your child's place is confirmed. The school accepts childcare vouchers from a number of providers and details can be obtained from the school office. Childcare vouchers are accepted. The school does not accept cash or cheque payments.

The school reserves the right to withdraw a place if fees remain unpaid after a reminder and parents are advised to contact the school in case of any difficulties with payments.

All regular sessions are chargeable and payments non-refundable. If you cancel an ad hoc session less than 48 hours before the session is due to take place the full cost of the session will still be charged.

Please inform the school if you no longer require your child to attend after school club. This can be done with immediate effect, you are not required to serve a notice period. If you require a weekly session or ad hoc session after cancelling your place this will be subject to available spaces.

In the event of school closure, for example due to weather, no charge will be made.

General conditions

A child may not attend after school club if they are unwell.

All accidents, that staff are made aware of, are documented in an accident book. Should the need arise, the parents/carers hereby give their consent for first aid to be administered and or the emergency services to be contacted.

We will not be liable for loss of property brought onto the premises by parent/carer or child. Children should refrain from bringing in their own toys, games or items of any value onto the site.

Parents may be required to remove the child either temporarily or permanently if the conduct of the child is unacceptable and it appears to the staff that the continued presence of the child is incompatible with the interests of the after school club. There would be no refund of fees in these circumstances.

A child will leave after school club when they leave Trinity St Mary's C of E Primary School or St Joseph's Catholic Primary School.

Signature: _____ Date: _____

Name: _____