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.
- Reception and Year 1 parents may escort their child to the hall; all other years can make their own way.
- 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.
- 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 ……