

## Afterschool Club Terms and Conditions

### General

1. The Afterschool Club is open to children attending Titchmarsh Primary School in Reception through to Year 6 and is run by school staff.
2. The club is open from the end of the school day at 3.15pm to 6.00pm Monday to Friday during term time only.
3. The club provides a range of activities for children after school finishes.
4. A snack and drink will be provided within the cost of Afterschool Club.
5. Children must be collected from the club by a named adult where the child will be handed over by a member of Afterschool Club staff.
6. If children are collected after 6.00pm, additional charges may be incurred.

### Bookings

7. Bookings must be made on the school booking form which is available from the Afterschool Club Supervisor, the School Office or the School website.
8. Enquiries regarding the Afterschool Club should be made to Miss Mayes, Mrs Cornwell or the School Office.
9. Bookings should be made in advance, where possible, as places at Afterschool Club are limited to 18 places when held in the Blue Room and to 30 places when held in the School Hall. We will aim to accommodate all requests made.
10. If your child is unable to attend their pre-booked session, please inform the school giving at least 24hrs notice of the cancellation – see section 14.
11. In the event that you would like to change the day(s) that your child attends Afterschool Club a new booking form must be completed with your new requirements.

### Payments

12. The charge for each full session, **3.15pm until 6.00pm**, is **£10.00**, from **3.15pm until 4.30pm** is **£5.00** and from **4.15pm until 6.00pm**, after a club, is **£5.50**. Prices will be reviewed on a termly basis. Payments can be made by cash, cheque or childcare vouchers. All cheques to be made payable to NCC Titchmarsh Primary School. Copies of remittances are required if paying by childcare vouchers.
13. Payments must be made when submitting the booking form. Where payment has not been received in advance a place at Afterschool Club cannot be guaranteed.
14. All payments are **non-refundable** as provisions are purchased based on the number of children booked at each session. Refunds and credits will not be given for non-attendance or cancellations, unless there are exceptional circumstances. This decision will be made by the Executive Headteacher.
15. Children should not bring their own toys, games or any items of value into Afterschool Club. We are unable to accept responsibility for such items.

### Dietary Needs and Medical Conditions:

16. Please ensure that any special dietary requirements and any medical information is provided when completing the booking form. We are unable to administer un-prescribed medication to a child at Afterschool Club. An 'Administration of Prescribed Medication' form is available at the School Office, should it be required. It is the parent's responsibility to ensure that all medication provided to the school has not exceeded its expiry date and is marked clearly with your child's name.
17. Children are not permitted to bring their own food to Afterschool Club.

### Withdrawing an offer of a place:

We reserve the right to withdraw an offer of a place in the following circumstances:

18. Unacceptable behaviour resulting in distress or disruption to children at Afterschool Club.
19. Where payments are not made in advance and arrears are accumulating; we reserve the right to cancel the booking with immediate effect. Action to recover payments due will be taken as detailed in the school's Financial Management Policy.