



## After School Club Terms & Conditions

1. The After School Club is open to pupils at Broad Oak Primary School only. It is open to all pupils from Nursery to Year 6.
2. In the event of After School Club being over-subscribed, priority will be given to children with siblings already attending After School Club.
3. All children attending After School Club must be signed out by the person dropping them off.
4. Only persons over the age of 16 can collect children from After School Club.
5. Fees for regular sessions are payable, as a minimum, each month in advance, preferably via Parent Pay or Child Care Vouchers.
6. Fees will be the responsibility of the person who signs the After School Club application.
7. If you have outstanding fees of more than £97.50 (2 weeks full time fees), then your child/ren will not be able to attend After School Club until outstanding fees have been paid or a repayment plan has been agreed with the Head Teacher/School Business Manager.
8. Where a repayment plan has been agreed, it will be monitored by school. If the agreed payments are not made, your place at After School Club will be withdrawn.
9. Broad Oak Primary School reserves the right to charge fees to your account for the administration of debt collection where fees are not being made on a monthly basis or an agreed repayment plan is not adhered to.
10. If the school closes the After School Club due to unforeseen circumstances Parent/Carers will not be charged for these sessions.
11. Fees will not be charged if a pupil is unable to attend their regular After School Club sessions as a result of being on a residential trip (e.g. Robinwood) organised by School.
12. After School Club staff should be treated with respect and courtesy. Inappropriate or intimidating behaviour towards the After School Club staff by pupils or Parents/Carers may result in your child's place being withdrawn.
13. Any complaints should be raised in line with the school's complaints procedure.
14. Parents/Carers must ensure that After School Club staff are notified in writing of any changes to the registration form as soon as they occur (in particular, emergency contact numbers & Medical Information).
15. If your child has any additional (medical or educational) needs you may need to meet with the school's SEN Co-ordinator/Head Teacher before we are able to offer your child a place in After School Club to ensure we can meet their needs