



## After School Club Terms and Conditions

### **General**

The After School Club is open to pupils attending Stanway Primary School in Reception through to Year 6 and is run by school staff.

The club is open from 3:15pm – 6:00pm Monday to Friday during term time only. (Pupils will be escorted to the club by school staff and registered upon arrival)

The club provides:

- a light snack on arrival of fruit/biscuit with squash/water to drink
- tea is usually served at 4:30pm which consists of, sandwich, beans on toast, pizza, burgers and hot dogs (Menu you can be found on the school website)
- a mixture of indoor and outdoor activities.

Pupils must be collected from the club by a named adult and must be signed out when they leave. It is the parents' responsibility to inform the Afterschool club of any changes.

The school car park is not available for use by parents when collecting children from the After School Club.

### **Bookings**

Bookings must be made on the school booking form available from the school office, or the school website. All places must be booked in advance; however, we are unable to accept booking requests made more than half a term in advance of your required start date (e.g., applications for September cannot be made until after the May half term holiday)

Enquiries regarding the After School Club should be made to the school office (Telephone 01206 574819 or via email to [wraparound@stanway-pri.essex.sch.uk](mailto:wraparound@stanway-pri.essex.sch.uk))

Booking requests can only be made for either a regular place, e.g., every Monday, or 'one-off' date. We aim to accommodate all requests made however places at the club are limited.

Priority will be given where a sibling is already regularly attending the club.

If we are unable to offer your child a place on your chosen day(s) we will retain your details on a waiting list and we will endeavour to contact you should a place arise.

Once the booking is confirmed you will be guaranteed your requested day(s) provided all payments are made in advance, attendance is regular and your child's place at the club has not been withdrawn.

Please inform the school in writing if you no longer require your child to attend the After School Club. We require 1 full calendar month notice. The school will confirm the date of cancellation and arrange a refund if appropriate.

If your child will not be attending a particular session that they are registered for please inform the school giving at least 1 weeks' notice.

In the event that you would like to change the days that your child attends the After School Club a new booking form must be completed with your new requirements. The school will confirm in writing whether the new request can be met.

### **Payments**

The charge for a permanent pre-booked session are as follows:

- 3:15pm to 5:15pm is £10.00 per child.
- 3:15pm to 6:00pm is £12.50 per child.

One-off/ad hoc sessions will incur an additional £1.00 administration fee.

Payments should be made online via the school payment system using a debit/credit card.

We are able to accept childcare vouchers issued by certain employers; the school is also registered with the government's Tax-Free Childcare scheme.

Fees will be reviewed annually prior to the end of the current financial year, should there be an increase in fees we will give you 1 months' notice.

Payments must be made in advance of the date of attendance. Where a payment has not been received in advance a place at the club cannot be guaranteed.

All booked sessions are **non-refundable** should your child not attend for any reason, e.g., illness, appointments or holiday absences.

For one-off/ad hoc sessions payments must be made where possible in advance of, but no later than the day of attendance.

Unless requested by the school, children should not bring their own toys, games or any items of value onto the site. We are unable to accept responsibility for such items.

### **Dietary Needs and Medical Conditions**

In accordance with the school policy, Supporting Pupils at School with Medical Conditions and Administering Medication, we are only able to administer medication to a child at the club in exceptional circumstances (unless it is an Epi-Pen or an inhaler). The requirements of the policy will apply at all times; further details are available from the school office.

It is the parents' responsibility to disclose any special dietary needs or medical conditions on the club's booking form and to inform the club in writing of any changes.

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

### **Withdrawing an offer of a place**

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

- Unacceptable behaviour resulting in distress or disruption to adults or children at the club.
- Where a child has not attended the club for their allocated session(s) for a period of 3 consecutive weeks or more.
- Where a child has been collected late (after 6:00pm) on more than two occasions.
- Where payments have not been made in advance and arrears are accumulating, we reserve the right to cancel the place with immediate effect. Action to recover payments due will be taken as detailed in the school's Debt Management Procedures (Financial Regulations).

### **Late Collection**

A £5.00 late collection fee will be added will be added to your account for every 15 minutes.

The club closes promptly at 6:00pm, therefore all children should be collected no later than this time. Repetitive late collections may result in termination of your child's place at the club.

### **Afterschool club contact details**

In an emergency or if you are likely to be late collecting please ensure you contact the afterschool club to advise them. This mobile is only monitored during the hours of 3:15pm to 6:00pm **07739 973805**.