



## After School Club

### Terms and Conditions

Welcome to Whitehill Primary School After School Club (ASC). Please take time to read the following terms and condition as they will assist the smooth running of the club and promote fair access.

#### *Bookings*

If you require a regular booking this **must** be done **2 weeks** in advance to enable appropriate levels of staffing/resourcing. Due to the club's popularity, we are unable to take bookings on the day, however, if there is a cancellation or a space becomes available the school will contact the first person on the waiting list to offer a space for that afternoon. If you are booking for the whole term, you need only book in advance once.

#### *Charges*

The cost of a place at ASC is dependent on the sessions required. There are 2 sessions available:

3.30pm – 4.30pm	£3.50 per session
3.30pm – 5.55pm	£8.00 per session

The cost includes all activities and for the extended session, a light snack will be provided. Fees **MUST** be paid to the finance office or through the school's gateway by the end of the week where the booking takes place. Failure to pay will result in future bookings being cancelled and the place being offered to the next child on the waiting list. If you need to cancel a session, you must give 24 hours notice. Failure to do this will result in you being charged for the session, as it could have been offered to someone else. If you are late to collect you child, you must contact the school to inform them and a late fee will incurred. Failure to pay the late fee may also jeopardise your child's place as staffing numbers are dependent on the number of children attending.

#### *Collection Time*

The latest collection time is 5.55pm. This allows the staff to tidy up and leave the school premises when the school is locked at 6pm. If you suspect you may be late, you must notify the school on 01474 352973 – option 4 (after school club), as far in advance as possible to ensure that there is sufficient staff to supervise your child until collected. This may incur a charge to cover staffing costs.

#### *Information Sheet*

No child will be accepted into ASC without an information sheet being completed by parent/carer. The information sheet asks for at least 2 **current** contact numbers, if more can be provided, that will assist in case of an emergency situation arising, or sudden school closure e.g. snow. The form also asks for dietary restrictions, medical information, additional educational needs etc.

#### *Behaviour*

The staff at ASC have high expectations of behaviour in relation to all stakeholders, including the children. We understand that at times, children may make poor choices in relation to their behaviour and the staff will help them to make good choices in relation to their conduct. Persistent disruptive behaviour, dangerous behaviour and bullying will not be tolerated and may lead to the child losing their place. If staff have concerns, they will raise with parents/carers to ensure that everyone is working together to support the child and effect a change in behaviour. Inappropriate/unacceptable behaviour by parents/carers will not be tolerated.

#### *Confidentiality*

All information kept by the ASC will be subject to the schools policy on confidentiality and GDPR. Any safeguarding concern will be passed to a designated safeguarding officer and will be processed in relation to the school's safeguarding policy.