

After School Club Terms and Conditions



Cost

Session 1, 3.15 – 4.30pm: £4.00 per Child

Session 2, Teatime Club 4.30 – 5.30pm: £4.00 per Child – only available if children are booked into Session 1. (For Pupil Premium children: please choose the free PP rate. An application form, available from the office, must be completed to qualify.)

Bookings & Payments

All places must be booked and paid for in advance using our School Gateway app. Financial support is available for those children who are in receipt of Pupil Premium. Please contact the school office for further information and an application form.

Children can be booked in on a regular basis each week/term or on a more casual basis.

Ensure you pre-book your child's place at the After School Club **by 10am on the day of the club**. If your child is not booked in by then, they will be unable to attend *unless there are exceptional circumstances*. Some clubs will have a restriction on the number of children who can attend and places will be allocated on a first come, first served basis so we advise booking early to avoid disappointment. **If the club is full, your child will not be able to attend.**

Your child will NOT be able to attend the Club unless full payment is made with the booking.

Cancellations/Refunds

If you need to cancel your child's place, you must do so by emailing the clubs administrator by **10.00am on the day of the club** on clubs@mha.learnat.uk. [Please do not email using the School Gateway, messages sent this way are not monitored and will not be answered.]

If your child is on a trip/absent from school, it is **your** responsibility to cancel their place. **All children on the register after 10.00am on the day of the club will be charged.**

Last Minute Cancellations

In exceptional circumstances, if you need to cancel a place after 10.00am, please ring the school office on 01858 464 112 so that we can account for your child. **This is important for registers and for safeguarding reasons.** However if it is after 10.00am please be aware that you may still be charged for the booking.

Late Collection

If your booking is for Session 1 of After School Club and you have not collected by 4.40pm, you will be charged an additional £4.00.

If your child has not been collected by 5.30pm, an additional charge will be made. This will be £4.00 up to 5.45pm and a further £4.00 for every fifteen minutes after that.

Please note that these charges need to be paid before your child attends After School Club again.

Behaviour

We aim for our club to have a friendly and relaxed atmosphere but the usual standards of behaviour, consistent with the school policy, are expected by all children. After School Club will provide an excellent environment in which our children will have the opportunity to build new friendships and learn new skills.

If children do not behave in an acceptable way during the club sessions, parents will be informed of incidents of poor behaviour. If there is no improvement in behaviour after speaking to the parents and the child is jeopardising a 'safe and orderly' environment, the school reserves the right to withdraw the child from the After School Club.

Please ensure you familiarise yourself with the above Terms and Conditions. Parents will be expected to agree to these Terms and Conditions prior to signing their child up to After School Club at Market Harborough CE Academy.