

Sacred Heart Catholic Primary School

Breakfast Club and After School Club Extended services.

TERMS AND CONDITIONS

Revised April 2017

The below Terms and Conditions relate to Sacred Heart Catholic Primary School Breakfast Club and After School Club Extended services.

Parents/carers who use these extended services are required to sign the bottom of this form agreeing to these terms and conditions. By signing this form you agree that you have read and understood all terms and conditions.

1. The Breakfast Club and After School Club Extended services, for pupils from Nursery to Year 6, is based in the Early Years Department.
2. The Club is staffed according to statutory staff to pupil ratios and all staff members are employed by the School.
3. In order for your child to attend the after school club and breakfast club a booking must be made using the schools online payment system, SIMS Agora.
4. All booking for the forthcoming week must be made by the end of the previous week. No booking can be made after midnight on Sunday of the previous week.
5. Payments are non-refundable. If your child is unable to attend for any reason you will not be entitled to a refund.
6. There is a limit to the number of places on offer. Once all available places have been filled no additional places can be released.
7. To access the breakfast club, parents/carers must use the front entrance gate and bring their child(ren) into school and register them with a member of staff.
8. The Breakfast Club starts at 8:00am. Children must arrive before 8.20am if they wish to have breakfast. No breakfast will be served after this time. At 8:40am children will be escorted to class.
9. After School Club starts at 3:30pm and children will be collected from class. A snack will be served between 3:45 and 4:15pm. Afterschool club finishes at 5:30pm, but parents can collect children any time before 5:30pm.
10. It is the responsibility of all parents/carers collecting children to do so promptly at the end of the session. Failure to do so will result in a late collection penalty of £5.00 per child.
11. The Breakfast Club and After School club will not run on days that the school is closed to pupils, and the after-school club will not operate on the last day of each term.
12. The extended school services are additional care outside normal school hours. The clubs policies and procedures reflect the school policies and procedures and parents can read the extended schools policies and procedures on request at the school office.
13. The Extended Service Staff aim to provide a safe, stimulating and happy environment for all children. We reserve the right to exclude any child whose behaviour is disruptive, following the schools behaviour policy.