

Cuckney C of E Primary School

After school club Terms & Conditions



Dream, Believe, Achieve

'Nothing will be impossible with God' Luke 1:37

Registration/Attendance and Collection

On arrival at the Club your child must register. If for any reason your child is not going to be at the Club on an arranged day, please inform the Club Leaders on the telephone number 01623 842223 as soon as possible.

The club will be run from the school hall, however on days where school events require the use of the hall, the club may be moved into an alternative classroom.

Collection will be from the hall. Your child is only permitted to leave the club with a 'named contact' (as disclosed by you on the registration form). If an unauthorised person arrives to collect your child, they will not be permitted to leave until we have made contact with you or one of the 'named contacts'. No child under the age of 16 is permitted to collect your child. 'Named contacts' **must** sign children out of the club on the daily register.

Your child must be collected by 6.00 pm when the After School Club closes. A late collection fee of £10 will be payable if your child is collected after 6.00pm and before 6.15pm. After that time the cost will be £10 for every 15 minutes, or part thereof. These charges reflect the costs incurred to keep the school open and staffed. You will be asked to sign a late collection sheet. This charge will apply even if a phone call notifying the club of late arrival has been made. Persistent lateness may result in your child losing their place at the After School Club. Persistent lateness is deemed as 3 times during a half-term, but the school reserves the right to withdraw a place at any time due to late collection.

If you have not made any contact with the After School Club and your child is not collected within half an hour of closing, i.e. 6.30pm, then the After School Club are required to contact the relevant authority, i.e. Children's Services and Police.

Policies and Procedures

The After School Club is run by Cuckney C of E Primary School. To ensure the safety, protection and provide the best possible care for your child, the Club will follow the whole School policies and procedures. These are available for you to view at any time on the school website and includes: Safeguarding, Behaviour, Health & Safety, Food, Equality and Discrimination, Child Protection and Complaints.

Change of Sessions

If, at any stage, you intend to give up any 'regular' sessions, or your child's 'ad hoc' place at After School Club, we require two weeks' notice and confirmation of the date of the change in writing. Please note that the two week notice will take effect from receipt of the letter

and not the date of the letter. Please also be aware that once we have received your letter we may offer the place to another child, should we need to use a waiting list.

Fees

Non-payment of fees will result in your child losing their place in the After School Club. Fees must be paid through the Arbor **in advance** of the sessions. Ad hoc places can be booked up to 12.00pm on the day of the session. After this time, bookings on Arbor will close. In the case of an emergency please contact the school office on 01623 842223 and a booking can be made if places are still available.

If you choose to send your child into any other after school activity club before attending After School Club, the After School Club session fee applies **in full**, as a place needs to be reserved for your child in the earlier part of the session.

Absence due to term time holidays or sickness will still incur the normal charge for a session.

Complaints

Should you have a complaint about our Club, or a member of staff, please inform the Club staff in the first instance, or alternatively the head teacher. If the matter is not resolved to your satisfaction, please follow the procedures set out in our Complaints Policy.

General

- All children will be escorted to the After School Club by school staff.
- Our Breakfast and After School Clubs provide care for pupils from Reception to Year 6. Part time pupils are not eligible for a place. Only pupils attending Cuckney C of E Primary School will be considered for places.
- Allocation of places will be made in priority order; Regular bookings will take priority over those booked on an ad hoc basis.
- If you require a regular booking (set days on a weekly basis) we recommend you 'block book' a half term in advance.
- We operate a waiting list policy for children wishing to join the club once it is full.
- If your child's behaviour is disruptive to the general well-being of other children in our care, the school may withdraw the offer of a place.
- All clothing should be clearly marked with the child's name.
- Please do not allow children to bring personal belongings to the club, e.g. toys, electronic games. The club will not accept liability for any loss or damage to such items.
- Please complete and return the following forms. Registration Form and signed copy of this Terms & Conditions document

- You will be notified as soon as possible if we are able to allocate a place or that your child's name has been placed on a waiting list. Membership cannot commence until your registration form and signed terms and conditions have been received.

Email: office@cuckney.notts.sch.uk Tel: 01623 842223

I have read, understood and agree to comply with the Terms & Conditions of the Cuckney C of E Primary School After School Club

Name of child: _____

Parent / Carer: signature: _____

Name in full: _____

Relationship to the child: _____

Date: _____

November 2024