

BEFORE SCHOOL CLUB TERMS AND CONDITIONS

These Terms and Conditions relate to Tugby Primary School's Before School care.

1. Before school care begins at 7.45am until 8.45am and appropriate payment should be made when a child is dropped off.
2. Full payment is required when using this provision, whether for the whole session or part of a session.
3. Children will not be accepted into Before School Club until 7.45am.
4. Before School club will not run on days that the school is closed to pupils. Parents/guardians will not be charged for days that the club is closed.
5. Outstanding payment: Tugby School reserves the right to refuse any child entry into the club if payment has not been made.
6. Tugby School aims to provide a safe, stimulating and happy environment for all children. The school staff reserves the right to exclude any child whose behaviour is disruptive, in accordance with the school's behaviour policy.
7. We will endeavour to provide a high quality service to children and will seek feedback from parents/guardians from time to time. If you have any concerns please speak to the Headteacher.

AFTER SCHOOL CLUB TERMS AND CONDITIONS

These Terms and Conditions relate to Tugby Primary School After School care. Parents/guardians must sign the booking form agreeing to these terms and conditions. By signing the booking form you agree that you have read and understood all terms and conditions and any queries should be cleared up before signing the booking form.

1. Booking forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
2. There are 12 places at After School club. Once this number has been reached the club is full and no more pupils can be accepted.
3. The school requests that parents book for the whole half term and not for adhoc days. This ensures the smooth running of the club and helps ensure the school know how many pupils are attending.
4. After School Club starts at 3.30pm and finishes at 5.30pm, parents can collect children any time before 5.30pm
5. The After School club will not run on days that the school is closed to pupils. Parents/guardians will not be charged for days that the club is closed.
6. If your child is unable to attend a session, you must notify the school. You must also notify the school office if their absence from after school club means they will be absent from school. Please Note: At time of booking you select specific days which you would like your child to attend. If your child is unable to attend for any reason you will not be entitled to a refund.
7. Outstanding payment: Tugby School reserve the right to refuse any child entry into club if payment is has not been made.
8. Tugby School aim to provide a safe, stimulating and happy environment for all children. The school staff reserves the right to exclude any child whose behaviour is disruptive, in accordance with the school's behaviour policy.
9. We will endeavour to provide a high quality service to children and will seek feedback from parents/guardians from time to time. If you have any concerns please speak to the Headteacher

After School Club - Late Collection Policy

It is extremely important that children are collected on time from our After School Club as late collections can cause major issues for the school.

Parents/guardians must agree to make appropriate arrangements for their child to be collected at the stated finish time. Please be aware that late collection after 5.30pm will incur a charge. Parents/guardians must appoint a responsible person to collect their child and the school must be informed if the parent/guardian is not collecting and another responsible adult to collect in their place. Please note: Children will only be dismissed to the responsible adults named. Any confusion which leads to the child remaining in the schools supervision will result in the late fee being charged. On the first occasion that a child is collected late; parents/guardians will be reminded of the late collection policy. On the second occasion that a child is collected late, a fee of £5 will be charged. The school office will automatically contact parents/guardians regarding late fee payment. If parents continue to collect their child late, the school reserves the right to exclude the pupil from After School Club. Parents/guardians must contact the school if they are aware that they will be late to collect their child.