



Mawsley Community Primary School

Before and After School Club Terms and Conditions



The Terms and Conditions set out below relate to Mawsley CP School Before and After School Club extended services. Parents/carers who complete a registration form must also sign this form agreeing to these terms and conditions. By signing the registration form you agree that you have read and understood all terms and conditions. Any queries should be cleared up before signing the registration form.

1. Registration forms must be completed in full before you will be given access to our online booking system. This includes accepting these terms and conditions.
2. Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be notified in writing or by email to the School Office for the attention of Mawsley C.P School Before and After School Club.
3. To access the clubs, parents/carers must use the front entrance gate at the beginning and end of the day. Parents should take their child and hand them over to a member of staff at the cabin which is located on the playground.
4. The Before School Club starts at 7.45am. Children must arrive before 8.30am if they wish to have breakfast. No breakfast will be served after this time. Registration is at 8.50am and children will be escorted to class.
5. An authorised adult must sign the attendee into The Breakfast Club on each morning they attend.
6. After School Club starts at 3.15pm and children will be collected from their classroom at the end of the day. A snack will be available between 4.00- 5.00pm. 'After School Club' finishes at 6.00pm and parents can collect children any time before 6.00pm.
7. An authorised adult must sign the attendee out of the 'After School Club' on each afternoon they attend. Your child will not be allowed to leave without a parent or someone appointed by a parent being here to do this. If you need to change the person collecting, please telephone the school and select option 3 to talk to a member of the 'Before and After School Club' or leave a message in their voicemail box.
8. Parents/carers agree to abide by the late collection policy. Parents/carers who collect their child after 6.00pm will incur a late collection charge. Any parent whose child is collected after this time will be charged £5 for every 10 minute period they go over into. Parent/carers must complete a 'late collection agreement' on collecting their child, which confirms the late collection charge incurred on that occasion. Parents/carers agree to pay this charge before their child next attends or by the beginning of the next week. If payment of the late collection charge is not made, the school has the right to cancel any booked sessions until it is paid. Payment already made for these sessions will not be refunded.
9. The 'Before School-Club' and 'After School Club' will not run on days when the school is closed to pupils (eg during school holidays, on training days or closures due to adverse weather conditions). Parents/carers will not be charged for days that the club does not run for these reasons.

10. If your child is unable to attend a session you have booked, you must cancel not less than 48 hours before the session is scheduled, by ringing the school office or cancelling online. You must also notify the school office if their absence means they will be absent from school. Please Note: At the time of booking, you select specific days/dates which you would like your child to attend. If less than 48 hours' notice of cancellation is given, you will not receive a refund or credit to your account for the cancelled session(s).

11. Payment for sessions can be made through our online payment system www.scopay.com. Payment for clubs must be paid a half term in advance. You are able to book places throughout the academic year without initial payment. By signing these terms and conditions you are agreeing to make an advanced payment on the specified dates below:

Dates being booked	Payment to be received by
Term 2 Tue 31 st October 2023 – Wednesday 20 th Dec 2023	Advance payment for whole of term 2 be made by Friday 6th October 2023
Term 3 Mon 8 th Jan 2024 – Fri 16 th Feb 2024	Advance payment for whole of term 3 be made Friday 1st December 2023
Term 4 Mon 26 th Feb 2024 – Thurs 28 th March 2024	Advance payment for whole of term 4 be made Friday 26th January 2024
Term 5 Mon 15 th Apr 2024 – Fri 24 th May 2024	Advance payment for whole of term 5 be made Friday 15th March 2024
Term 6 Tues 4 th June 2024 – Fri 23 rd July 2024	Advance payment for whole of term 6 be made Friday 10th May 2024
Term 1 Dates to be confirmed Sept-Dec	Advance payment for whole of term 1 be made Friday 5th July 2024

If you are unable to pay online, we will accept payment for sessions by cheque or cash but this must be at least 48 hours in advance and sessions will need to be booked through the school office.

12. Outstanding payment: The Mawsley CP School Before and After School Club Staff reserve the right to refuse any child entry into the club if payment is not made when it is due, including late collection charges and any other outstanding fees from the Mawsley CP School Before and After School Club. If advanced payments are not made by the specified dates we reserve the right to cancel any sessions for the forthcoming term.

13. The Mawsley CP School Before and After School Club is additional care outside normal school hours. The club's policies and procedures reflect the school policies and procedures.

14. The Mawsley CP School Before and After School Club Staff aim to provide a safe, stimulating and happy environment for all children. The Mawsley CP School Before and After School Club Staff reserve the right to exclude any child whose behaviour is disruptive, in line with the school's behaviour policy. We expect the children who attend to treat the staff and other children with respect and if this is not shown, your child may not be allowed to attend.

15. We aim to provide a high quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns please speak to the Mawsley CP School Before and After School Club Staff. If matters are not resolved, please contact Michelle Harris, Headteacher. If you are still unable to resolve a particular issue please follow the school's formal complaints procedure.

Agreement between parent(s)/carer(s) and Mawsley C.P School

I understand that by completing and signing this contract form:

- I agree to abide by the terms and conditions of the The Mawsley CP School Before and After School Club.
- I will inform the school of any changes in the information provided in the registration form or anything that may affect my child/children while they are at the club.
- I agree to make payment half a term in advance prior to my child's attendance at the club.
- I agree to collect my child/children at the correct time and if I'm unavailable to pick my child up I will make arrangements for my child to be collected.

Name of parent/carers:.....

Parent/carers signature:.....

Date:

To be completed by school:

Date received:

Date processed: