



St. Andrew's
C.E. Primary School

After School Club – St Andrews's CE Primary School - Terms and Conditions

General

1. The Club is open to children attending St Andrew's CE Primary School in Reception Classes through to Year 6 and is run by school staff.
2. The club is open from 3.30pm to 4.30pm Monday to Thursday during term time only.
3. The club provides a safe place for children to stay after school with activities. A snack and a drink are also provided.
4. Children will be collected from their classroom and taken to the club at the end of the school day.
5. Parents will be required to collect their child from the school hall promptly at 4.30pm.

Bookings

6. Bookings must be made via Wisepay.
7. Enquiries regarding Club should be made to the school office (Telephone 01706 378991 or via email to office@standrewsce.rochdale.sch.uk)
8. A booking request can be made for either a regular place, e.g. every Monday, or a 'one-off' date(s). We aim to accommodate all requests made however places at the club are limited.
9. If we are unable to offer you a regular place on your chosen day(s) we will retain your details on a waiting list and we will endeavour to contact you should a place arise.
10. Your child's will be allocated a place providing all payments are made a week in advance, attendance is regular and your child's place has not been withdrawn (see sections 21 to 23)
11. Please inform the school if you no longer require your child to attend the After School Club. This can be done with immediate effect – you are not required to serve a notice period.
12. If your child will not be attending a particular session that they are registered for please inform the school giving as much notice as possible – see section 16
13. In the event that you would like to change the days that your child attends After School Club a new booking must be completed with your new requirements through Wisepay.

Payments

14. The charge for each session is £5.00 per child. Payments can be made through Wisepay.
15. Payments must be made in advance of the date of attendance. Where a payment has not been received in advance a place at the club cannot be guaranteed.
16. All payments are non-refundable as provisions are purchased based on the number of places a child is registered for. Refunds/credits will not be given for non-attendance/cancellations unless there are exceptional circumstances. This decision will be made by the school.
17. Unless it is requested by the school children should not bring their own toys, games or any items of value onto the site. We are unable to accept responsibility for such items.

Dietary Needs and Medical Conditions

18. We are unable to administer medication to a child at the club unless it is an Epi-Pen or an inhaler for which parents must have completed a 'Request and Consent for the Administration of Medication in School' form available at the school office. It is the parent's responsibility to ensure that all medication provided to the school has not exceeded its expiry date and is marked clearly with your child's name.
19. It is the parent's responsibility to disclose any special dietary needs or medical conditions on the booking form.
20. Children are not permitted to bring their own food to the club unless this has been agreed in writing by the school in advance of their attendance at the club.

Withdrawing an offer of a place

We reserve the right to withdraw an offer of a place in the following circumstances:

21. Unacceptable behaviour resulting in distress or disruption to adults or children at the club.
22. Where a child has not attended the club for their allocated session for a period of 3 consecutive weeks
23. Where payments are not made in advance and ANY arrears are accumulating we reserve the right to cancel the booking with immediate effect. Action to recover payments due will be taken as detailed in the school's Debt Policy.