

## Brockwell Junior School

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Headteacher: Miss Catherine Holmes  
Deputy Headteacher: Mrs Emma Crutchley

Dear Parents and Carers,

### **AFTER SCHOOL CLUB**

Thank you for requesting information regarding after school club. Only children attending Brockwell Juniors may attend the club.

Children are expected to register in The Sett once lessons have finished. Whilst you only pay for the sessions you book, there will be no refunds for sessions when the child is expected and doesn't attend. Some parents require short notice care. This may be possible but please check the previous week so we can ensure sufficient staff are available.

Children will put their belongings in the changing room by 'The Sett' and then join the staff for the session. Children will be offered a snack and drink. If your child has specific dietary requirements you are welcome to send a snack from home but please let us know in writing.

Children will have a range of activities to do including using the screen for television and playing outside when possible. They may also be permitted to complete homework and will have access to the school ipads.

Children are asked to remain with staff in charge and not wander off to meet friends elsewhere whilst they are at the club. Please reiterate this message with your child.

Payment is made on 'ParentPay'. Please pay in advance and clear any charges by the end of each half term. Your child must be collected BY 5.30pm (late collection is chargeable at £10 per half hour or part of).

Once again, thank you for expressing an interest. If you agree to the terms set out above, please return the booking form attached indicating which sessions you require.

Yours sincerely,

Catherine Holmes

**After School Club BOOKING FORM**

I wish my child (Child's Name) ..... to attend After School Club

Emergency Contact ONE number during club time .....

Emergency Contact TWO number during club time .....

Relevant medical / dietary information: .....

I would like to book the following sessions at £3.50 per hour or part of, payable on ParentPay (please indicate with a tick which sessions you would like to book): -

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday
06.01.2020	3.30-4.30	3.30-4.30	3.30-4.30	3.30-4.30	3.30-4.30
	4.30-5.30	4.30-5.30	4.30-5.30	4.30-5.30	4.30-5.30
13.01.2020	3.30-4.30	3.30-4.30	3.30-4.30	3.30-4.30	3.30-4.30
	4.30-5.30	4.30-5.30	4.30-5.30	4.30-5.30	4.30-5.30
20.01.2020	3.30-4.30	3.30-4.30	3.30-4.30	3.30-4.30	3.30-4.30
	4.30-5.30	4.30-5.30	4.30-5.30	4.30-5.30	4.30-5.30
27.01.2020	3.30-4.30	3.30-4.30	3.30-4.30	3.30-4.30	3.30-4.30
	4.30-5.30	4.30-5.30	4.30-5.30	4.30-5.30	4.30-5.30
03.02.2020	3.30-4.30	3.30-4.30	3.30-4.30	3.30-4.30	3.30-4.30
	4.30-5.30	4.30-5.30	4.30-5.30	4.30-5.30	4.30-5.30
10.02.2020	3.30-4.30	3.30-4.30	3.30-4.30	3.30-4.30	3.30-4.30
	4.30-5.30	4.30-5.30	4.30-5.30	4.30-5.30	4.30-5.30

**Please indicate if your child is at a school club such as choir or sport for example.**

This form will be kept in the school office and may be accessible in the club room for staff to access during the club. I confirm that I am booking the sessions above and will pay in advance and ensure any charges are paid by the end of each half term.

Signed..... PARENT NAME (PRINT).....

## Brockwell Junior School After School Club

### Terms and Conditions

#### General

1. The club is open to children attending Brockwell Junior School and is run by school staff. Children will be supervised in The Sett, hall or occasionally outside within the school grounds.
2. The club is open from 3.25pm to 5.30pm Monday to Friday during term time only.
3. The club provides a cold snack and activities for children after lessons finish.
4. Children must be collected by 5.30pm. Late collection will be chargeable at £10 per half hour or part of. If your child attends an after school sporting or other club, there is no charge for the first hour.
5. Children must be collected from the main entrance. **Parents or responsible adult must sign their child out each session.**
6. The school drive is accessible from 3.45pm.

#### Bookings

7. Bookings must be made on the school booking form available from the school office. A copy is also available on the website.
8. Enquiries regarding the After School Club should be made through the school office.
9. A booking request must be made for a regular place. We aim to accommodate all requests made, however places at the club are limited.
10. 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 endeavor to contact you should a place arise.
11. Once your day(s) are confirmed you will be guaranteed your requested day provided all payments are made when required, attendance is regular and your child's place at the club has not been withdrawn (see sections 20 and 21)
12. Please inform the school if you no longer require your child to attend the club.
13. In the event that you would like to change the days that your child attends the Club a new booking form must be completed with your new requirements.

#### Payments

14. The charge for each session is £3.50 per hour or part of, per child. For example, use of the club to 4.30pm is £3.50. Use of the club to 5pm is £7. Payment is via **PARENTPAY**. You can pay either in full or installments if you prefer, but the charge must be paid in full by the close of each half term. **If payment in full has not been received by the end of the term NO place will be offered in the following term until full payment has been received.**
15. 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.
16. 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

17. 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.
18. It is the parent's responsibility to disclose any special dietary needs or medical conditions on the booking form.
19. Children are not permitted to bring their own food to 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:

20. Unacceptable behavior resulting in distress or disruption to adults or children at the club.
21. Where a child has not attended the club for their allocated session for a period of 3 consecutive weeks.

*Working Together to...be Safe, Smile and Succeed*

Medical

If your child requires an inhaler/Epipen or any other long-term medication, could you please bring them (named) and hand them into the Club staff. These will be kept in a first aid box to be used if needed. This is extra to the supply they already have in school, as they will be kept in your child's class. Consent forms as part of routine school procedure are available from the office.

Agreement

These Terms & Conditions represent the entire agreement and understanding between parents and Brockwell Junior School. Any other understanding, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law.

We reserve the right to update/amend these Terms & Conditions at any time. One month's notice will be given of any changes made.

Parent:

I have read and understand the Terms & Conditions as shown and agree to comply by them.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

This section to be signed by the person paying the Club Charge, if different from the above. I have read and understand the Terms & Conditions as shown and agree to comply by them.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Yours sincerely,

Catherine Holmes

Signature Date:- Approved October 2019  
On behalf of Brockwell Junior School