

Chisenhale Primary School



Night Owls After School Club Terms and Conditions

Effective from September 2023

After School Club Provision

After School Club will run Monday to Friday from 3.30pm to 6pm. It will not operate on the last day of each term (i.e. Christmas holiday, Easter holiday and Summer holiday), in school holidays or on INSET Days.

Children in Y1-6 go to the middle hall at 3.30pm. Reception and Nursery children will remain in the Early Years unit.

We aim to provide a high quality service which meets the needs of both Parents / Carers and Children. For Parents / Carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, to try out different activities, to relax, to have fun and enjoy. Parents / Carers are expected to give their support and encouragement to the aim of Night Owls After School Club and to uphold and promote its good name. Night Owls After School Club will ensure that appropriate standards of behaviour, discipline and hygiene are maintained.

Registration

Only children for whom a Registration Form has been completed and whose place has been confirmed in advance may attend Night Owls Primary After School Club. All sessions must be pre-booked.

Booking

Regular Sessions:

All applications are to be made using the google link <https://forms.gle/xdwx48CrK4gj29KB8> Once the online application is completed, an email will be sent and you will receive notification via email whether a space is available. If no space is available, then the Parent / Carer will be notified that their child is on a waiting list. Places are offered on a first come first served basis.

Ad hoc sessions:

These must be requested via email to kglynn.211@lgflmail.org, ideally giving at least two days' notice. The Parent / Carer will be notified as soon as possible after receiving the request, that a place is available. Ad hoc places are offered on a first come first served basis. If a place is requested in an emergency and two days' notice cannot be given, a telephone request needs to be made via the School Office, verbal confirmation needs to be obtained and the online form needs to be completed retrospectively.

Payment of Fees and Cancellation

The cost per session is £10.00 per day, or if attending the whole week £40.00 for children in KS1 and KS2. For children in EYFS the cost per session is £11.00 per day or if attending the whole week the cost is £50.00. Parents will be given one term's notice of any change in fees. On receipt of the booking form we will send you the login details for our online payment system Parent Pay and also email you the amount due for the half term.

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Learning Together for a Better Future

Regular sessions:

Payments for Night Owls After School Club will need to be paid via your Parent Pay account, with a debit card in the school office or with childcare vouchers and the payment needs to be made at the beginning of each half term. We ask parents who use childcare vouchers provide the school with the reference number to enable payments to be matched correctly.

The School reserves the right to exclude children if fees remain unpaid after a reminder and parents are advised to contact the school in case of any difficulties with payments. No refunds will be given for non-attendance due to sickness or any other absence, unexpected school closures or for sessions only part attended. Consideration to a refund will be given in exceptional circumstances and at the discretion of the Headteacher.

Chisenhale Primary School requires half a terms notice if you no longer require a place for your child at After School Club or wish to make any changes to the days attended. This can be emailed to kglynn.211@lgflmail.org, please put Night Owls in the subject line. Any changes will be subject to agreement by Chisenhale Primary School and will be subject to availability. Charges will be made for the booked sessions within the notice period whether or not the child attends. Charges will continue to apply until written notice is received. Should no payment be made and there is a debt on your account, any offer of a place will be withdrawn until the debt is settled.

General Conditions

If your child is collected after 6.00pm there will be an additional cost of £10.00 for the first fifteen minutes and then £5.00 every ten minutes after

Please ensure you contact the After School Club leader by calling the main school telephone number (0208 980 2584) if you are going to be late. Please ensure you call before 5.45pm, as calling at the end of the session is unacceptable. Please note by making the telephone call there will still be additional costs added to your account (see above).

All accidents, that staff are made aware of, are documented on our digital recording system. Should the need arise, the Parents / Carers hereby give their consent for first aid to be administered and or the emergency services to be contacted. The emergency contact details will be those held on the pupil's school record and our normal school procedures for notifying parents in the event of an accident will be followed.

Chisenhale Primary After School Club will not be liable for loss of property brought onto the premises by Parent / Carer or Child.

The Parent / Carer hereby confirm that they accept the authority of the After School Club Leader and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Night Owls After School Club community. Parents may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the supervisor that the continued presence of the child is incompatible with the interests of Night Owls After School Club. There would be no refund of fees in these circumstances.

Due to staffing ratios, with the exception of those who have a recognised medical or other special need, we cannot accommodate pupils who are not potty trained in Night owls after school club.