

**Clewer Green CE Aided First School**

Hatch Lane, Windsor, SL4 3RL Tel: 01753 864544 Email: clewergreen@rbwm.org.uk  
Headteacher: Mr M Tinsley



**'Inspiring Children'**

Vision: Every child has been blessed by God with unique potential. Our vision for Clewer Green is to inspire and nurture children in a safe, happy and caring Christian community, where everyone is valued and enjoys learning.

***'I can do all things through him who strengthens me'***

***Philippians 4:13***

# **After School Club** **Terms and Conditions**

**Day**

After School club will run Monday - Friday

**Time/Cost**

Flexible options

Full session	3.30pm – 5.30pm	£11
Bolt-on	4.30pm – 5.30pm	£6
Early pick up	3.30pm – 4.30pm	£6

**Places available**

30

(Places are strictly limited)

**Fees and booking**

We ask that parents/carers book places with the school office and pay using the eduspot online payment system. All fees must be paid in advance. And any sessions which are missed (pre-booked or adhoc) due to sickness and other absences are non-refundable.

Parents/Carers will be given half a term notice of any increase in fees and cancellation of the afterschool club and we require half a terms notice for cancelling your place.

In the event of a school closure you will not be charged for the session and the fee will automatically be removed. If, at that time, that your invoice has already been paid in full, the session fee will be removed from the next term's invoice.

For ad-hoc sessions, payment is due within one week non-payment will affect future bookings.

The school reserves the right to refuse entry of a child if fees are not paid by the first week of term.

Please note that afterschool club is not available on the last day of term before the Christmas, Easter and summer holidays

**Late pick up**

Should a child be uncollected, a £10 fine will be added to your eduspot account for every 15 minutes you are late. The school reserves the right to cancel a child's place in the event of late pick-ups.

**Safeguarding**

All staff involved in the running of the Afterschool club hold a current DBS clearance. Staff will follow Clewer Green School's existing policies and procedures

**Fire Procedure**

In the event of a fire, After School Club will follow school's normal fire procedure.

**Other emergencies**

Afterschool club will follow Clewer Green School's Emergency Plan.

**Medication**

Inhalers are kept in the school office. If a child needs an inhaler, a member of After School Club will escort the children to the office and an inhaler will be given and noted.

All other medication administered will follow the existing school policy.

**First Aid**

After School staff will follow Clewer Green School's existing policy.

**Complaints**

Please refer any complaints to the relevant After School Club staff in the first instance.

**Clewer Green registration form Afterschool Club:** One form per child

Child's surname		First name	
Class		Date of birth	

**Days required (please tick)**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>3.30pm – 4.30pm</b>					
<b>3.30pm – 5.30pm</b>					
<b>4.30pm – 5.30pm</b>					

Flexible options

3.30pm – 5.30pm - £11 \*

4.30pm – 5.30pm - £6\*

3.30pm – 4.30pm -£6

\* These sessions include a light tea.

**Primary parent/carer**

Name		Mobile phone number	
Relationship to child		Parental responsibility? *	
Home address		Home phone	
Work number		* If parental responsibility restrictions apply, please advise school office	

**Secondary Parent/carer**

Name		Mobile phone number	
Relationship to child		Parental responsibility? *	
Home address		Home phone	
Work number		* If parental responsibility restrictions apply, please advise school office	

\* *Parents responsibility to update contact details with the school office*

Allergies, Dietary requirements, Medical conditions

- I consent to my child attending Clewer Green afterschool club and I agree to abide to the terms and conditions.
- Fees should be paid by the due date and I understand that failure to do so could jeopardize my child's place.
- I understand that if I collect my child late I will incur a late pickup fee which will be payable within one week.
- I will advise the school office of any changes to contact details.
- I understand that the information on this form is confidential, but that it may need to be shared with other professionals if deemed necessary.
- I have read, and accept, the conditions.

Child's name -----

Parent/Carer signature -----

Parent/Carer name (please print) -----

Date -----