

1. Clubs – Kingsteignton School will offer a Breakfast and After School Club to all pupils during normal school days. It is run on a first come first served basis and we will only be able to accommodate a maximum of 46 pupils per session for health and safety reasons. Breakfast Club will run from 07:30 am until the start of school and After School Club will run from the end of the school day until 06:00 pm.

2. Eligibility – clubs are only available to current pupils registered at Kingsteignton School. The same terms and conditions and school policies applied by Kingsteignton School will be applied to KS Buds' Clubs.

3. Drop Off and Collection – children should be dropped off and collected from the school's main reception. Only designated adults will be allowed to collect children as per the standard Kingsteignton School requirements. No under 18s will be allowed to collect children without prior written agreement from the Principal. There will be an adult-led 'walking bus' for transfers to and from classes for Reception and KS1 children. KS2 children will be expected to independently make their way to and from class, though provision will be made for KS2 SEN pupils.

4. Charges – Breakfast Club will cost £3.50 per session and After School Club will cost £7.50 per session. Pupils can be booked into either club and any session provided that there is available space. Children may be subject to an additional charge if 121 support is required for their Care and Safety, this will be agreed in advance of the session. **Emergency or last-minute bookings, made with less than 24hrs before the session, may incur an additional charge. This will be at the discretion of the KS Buds Manager. The additional charge for Afterschool club will be £2.50 and £1.50 for breakfast club. This is to cover the additional food and staffing requirements.**

5. Cancellations – if a club needs to be cancelled by the school (this will be only in exceptional circumstances, such as a snow day), you will be given as much notice as possible in those circumstances. For these sessions, payment for that club will be refunded. If you wish to cancel a session or session for your child, then a refund will only be made if at least a 7 days notice is given.

6. Booking – sessions must be booked via the ParentPay. Spaces are limited to 46 children, so early booking is recommended, and sessions will only be available to book up to 24 hours prior to the club start. Payment must be made at the time of booking. Bookings cannot be taken via email, phone calls or other method. Booking and paying for a session means you accept the Terms and Conditions laid out in this document.

- a. Any refunds will be made via the Parent Portal payment method.
- b. The school reserves the right to suspend the pupil from clubs whilst club fees remain unpaid.
- c. Debt Recovery Costs If the parents fail to pay any sum due to the school on or before the due date for payment, the parents shall (on demand) reimburse the school in respect of any reasonable costs and expenses (including legal fees) that the school incurs as a result of the parents' default and/or any action taken by the school to recover the debt from the parents.

7. Late/delayed home time collection – children should be collected no later than 6:00 pm. In the event of parents/carers being delayed in collecting their child, the school should be notified as soon as possible (see contact details below). A surcharge of £10.00 per half hour or part of will be incurred by parents/carers who fail to collect children on time unless in exceptional circumstances and this has been communicated to the After School Club before 5:30 pm. It is at the discretion of the school to decide if the surcharge should be waived.

8. Contact Details – Lucy Evans is the Club Lead and her email is [ksbuds@kingsteignton.school.org](mailto:ksbuds@kingsteignton.school.org). Telephone number during school hours 01626 563888; telephone number during club hours 01626 563353

9. Behaviour – KS Buds follows the same behaviour and reward system as in school. (details are posted on the club noticeboard and available via email on request). The school reserves the right to deny access to the clubs for persistent red card behaviour or for any behaviour that is a safeguarding concern