



Executive Headteacher Mrs C Adams
Head of School Mr M Cuniffe
northbrookpa.org

Monday 26th March 2023

Dear parents,

Before & Afterschool Club Bookings – Summer Term 2023

The 'Before & After School Club' exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment to create a welcoming, caring and nurturing provision. We have enclosed a copy of the 'Before & Afterschool Club' terms and conditions for you to read and require you to complete the booking form for the summer term which starts on Monday 17th April and finishes on Friday 21st July.

The enclosed 'Terms and Conditions' enable us to provide and maintain the highest standards of care and ensure there is clarity about the contractual relationship between parents and the wraparound care. All parents must complete a booking form for each child attending the club and sign an agreement to adhere to the terms of this policy. Please note that club has a current capacity of 24 and is very popular. Places will be booked on a first come first served basis.

A summary of the key points within the document are shown below:

Charges and times of provision:

- Charges are as follows:
 - Before School Club: £5.00 (includes breakfast)
 - After School Club: £8.00 (includes snack)
- The times of the 'Before & After School Club' are:
 - Before School Club 7.30am-8.45am
 - After School Club 3.15pm – 5.55pm.

Key points within the terms and conditions:

- Only children attending Northbrook Primary Academy are eligible to attend.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- Non-contracted pupils are welcomed to use the club provided there are spaces and parents/carers have made payment on the day of booking.
- Fees are to be paid in advance through Parent Pay into either the 'Before School Club' or 'After School Club' payment item. Payment is due for all contracted sessions even if your child is unable to attend their booked session. At a minimum, weekly fees must be paid by the preceding Wednesday.



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- Parents can change or cancel their sessions up to 4 weeks prior to their child attending a specific session without incurring a charge. Any change or cancellation after this point is non-refundable.
- A fee will be applied for late collection from 5.55pm onwards at £1 per minute per child/£10 per 15 minutes. This charge must be paid via ParentPay immediately.
- Sessions will be 'released' for booking on a termly basis. Sessions will be allocated on a first-come, first-served basis. Parents will be informed when sessions have been released via ParentApp message/text message and the school newsletter.

A copy of the enclosed terms and conditions and booking form is also available on the school website [here](#). If you have any questions or queries please do not hesitate to contact us at school. Please complete and return the completed booking form to school prior to Monday 17th April. Thank you in anticipation of your support.

Kindest regards,

M Cunniffe

Mr M Cunniffe
Headteacher