



Valley
Primary
School

**BREAKFAST
& AFTER SCHOOL
CARE CLUBS**

VALLEY PRIMARY SCHOOL BREAKFAST AND AFTER SCHOOL CARE CLUBS

TERMS & CONDITIONS

1. Registration

Breakfast and After School Care Clubs can be booked and paid for in advance on Arbor (our Management Information System). To register for this service, please follow the instructions in Arbor under 'Payments' and 'Clubs'. The Valley Care Clubs will run concurrently with published term dates (excluding INSET days). The clubs are run for the exclusive use of children attending Valley Primary School.

2. Service and Delivery

Personnel working for Valley Primary School Academy Trust will staff our breakfast and after school care clubs unless there is a staffing shortfall when we may use agency staff.

During each Breakfast Club children will be provided with a breakfast and a range of creative activities to engage them.

After School Club children will be provided with a snack and a range of activities to engage them. We will make good use of our school site to provide a mix of ICT, sports and homework activities as well as the usual range of craft and independent activities. As this is primarily a play facility children will be encouraged to do their homework when appropriate but the choice will be the child's.

3. Fees

Fees are payable in advance at the time of booking via Arbor. Payment can be made by card or childcare vouchers. Please contact the school office for information regarding childcare vouchers. Ad hoc use of the Clubs' facilities is payable on the day.

Breakfast Care Club: £ 5.50 per session (7.45am-8.55am)

After School Care Club: £13.00 per full session (3.30pm-6.00pm)

£ 8.00 per session after extra-curricular club (4.30pm-6.00pm)

4. Penalties for Late Collection

It is the responsibility of all parents/carers collecting children from school or after school club, to do so promptly. In the event that a child is not picked up from school at the end of the normal school day at 3.30pm or after school club promptly at 6.00pm the following financial penalties will apply:

3.30pm Late pick-up fee: £5.00 until 4.00pm, £13.00 after 4.00pm

6.00pm Late pick-up fee: £5.00 per every 15 minutes late.

Failure to pick-up children on time will constitute a breach of the terms and conditions, entitling Valley after school club to exclude the child from subsequent sessions.

Late collection on two occasions will lead to the withdrawal of this child care facility.

Please note in the event of unusual/exceptional circumstance beyond parent/carer control (i.e. train cancellation etc) please notify the school office/club immediately so an action plan for childcare collection can be organised.

5. Medical Information and Contact Details

The clubs will use the medical and contact details we currently hold in school. Please let us know of any changes to this information.

6. Drop off and Collection

Breakfast Club: 7.45am – 8.55am.

After School Club: 3.30pm – 6.00pm.

7. Absence

If your child is absent from school we will ensure they are marked absent from the clubs too and you won't be charged for that session. **Please inform us if your child is in school but you do not need to make use of our provision in order to maintain our records and staffing levels.**

8. Hand-over of Care

If you are unable to collect your child please let us know who will be collecting them in your place by calling the dedicated number **020 8466 8252**.

9. Behaviour

The clubs expect the same behaviour from children as we do during the normal school day. Rewards and sanctions will operate in the same way too.

We would also like to remind you that if a child does not follow the high expectations of behaviour, they will be asked to leave the club either temporarily or permanently. We will inform you if this occurs.

10. Grounds for Exclusion

Persistent poor behaviour on the part of the child (which includes, but is not limited to bullying, verbal abuse, physical violence, fighting, racial incidents, defiance, rudeness to others, dishonesty, disobedience and deliberate damage to property), or non-persistent incidents of particularly serious behaviour (for example which endangers children or staff) will be recorded on Arbor. Serious incidents could result in suspension or permanent exclusion in line with our behaviour policy.

We have the right to withdraw your child's place due to continual non payment of fees.

11. Complaints Policy

If you have any suggestions regarding our care clubs, please let us know. In the unlikely event you need to complain about our service, please contact the Headteacher on 020 8460 1121.

12. Indemnities, Warranties and Liabilities

Breakfast and After School Clubs run under the same indemnities, warranties and insurances as the school.

Reservation of Rights

- The Breakfast and After School Care Clubs reserve the right to exclude a child or family from attending the club or to refuse to accept a registration.
- The Breakfast and After School Clubs reserve the right to close the club on the grounds of staff shortage, unavailability of facilities, or any other reason which in its reasonable opinion necessitates closure. Reasonable notice will be given where possible.
- The Breakfast and After School Care Clubs reserve the right to change these terms and conditions at any time and will give written notice of such changes to parents / carers.

Legal: Waivers, Exclusions, Jurisdiction

- No failure or delay by The Breakfast and After School care Clubs in exercising any of its rights or remedies shall prejudice or affect its ability to do so unless it has provided a specific waiver or release in writing. These terms and conditions are governed by English law and subject to the jurisdiction of the courts in England and Wales.
- The Breakfast and After School Care Clubs shall not be liable for any direct or indirect loss suffered by parents / carers as a result of club closures under the terms of the agreement, including but not limited to loss of profits, increased costs or expenses or wasted expenditure.
- The Breakfast and After School Care Clubs accepts no liability for the administration of medicine in accordance with parents / carers written instructions. Medicines will not be administered in the absence of written instructions.
- The Breakfast and After School Care Clubs accepts no liability for loss or damage (including consequential loss) to property brought to club premises caused by the actions of children or third parties or for accidental damage caused by club staff.
- The Breakfast and After School Care Clubs accepts no responsibility for injury caused from pre-existing medical conditions which are not notified to the club.

Stephen Jackson
Head Teacher

For and on Behalf of CSAT Academy Trust