

TERMS AND CONDITIONS FOR THE HOLYWELL PRIMARY SCHOOL BREAKFAST AND AFTER SCHOOL CLUB 2021

In all respects, the Breakfast and After School Club will be run by Holywell Primary School. For this reason, all practices and expectations will follow the schools policies and procedures with particular regard for: Safeguarding, Health and Safety, Behaviour Management and Equal Opportunities.

ADMISSIONS CRITERIA

Admission in Holywell Primary School's Breakfast and After School Clubs will be decided on the numbers of applications. Attendance will only be possible if your child attends Holywell Primary School from Nursery to Year 6.

The criteria for admission to the Clubs set out below will only be used in the event of there being more applications than there are available spaces. Therefore, every child will be offered a place if there are more places at the club than applicants.

APPLICATION FORM

Children can only attend if an application form and any relevant medical forms have been completed. The School Office must have received this application form at least 24 hours prior to your child attending. If less time is available then it will be at the discretion of the Headteacher to accept or decline the application. Application forms must be submitted by the deadline identified to ensure that your request is considered. Late applications will be reviewed once the first round of applications have been processed.

BOOKINGS

- Regular bookings will follow the admissions criteria (See above)
- For irregular bookings, contact must be made to the School Office by **3.00 pm** at the latest the day before. After this time, requests for attending the breakfast club will not be processed. The contact details are:
 - **Tel. No: 01923 225188**
 - admin@holywell.herts.sch.uk for new enquiries

You will receive confirmation by phone, email or text that there is a place for your child.

- Please inform Holywell Primary School as soon as possible if your contact details change

PAYMENTS AND CANCELLATIONS

- A single payment per session will be charged:

7.30 am to 8.55 am: £6.50	(Siblings: £6.00 per child)
3.15 am to 5.30 am: £11.50	(Siblings: £10.50 per child)

- Payment in full **must** be received by the school by the invoice **due date**

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- If the school has not received advanced notice of a late payment, with an acceptable reason for defaulting on the payment, then a £10.00 administration charge may be levied.
- Should there be personal circumstances that make payments difficult, then an appointment should be made with the Headteacher.
- All payment information will be sent via the School Money On Line Payment System in the half term prior to your child being at the club.
- Payment should be made by child care vouchers or through the school On Line Payment System.
- Please ensure that childcare vouchers reach the school by the deadline set.
- The Breakfast Club payment will cover the cost of a breakfast (cereal and toast) and a drink of juice/water. Food and drinks may vary depending on availability and special events.
- The After School Club payment will cover the cost of a substantial snack, a piece of fruit and a drink of juice/water.
- **Ad hoc bookings** will be invoice at the end of each half term.
- 14 days' notice or more must be given for cancellations or full payment will be due. The 14 days must be term time days.
- There will be no reimbursement of fees for absence due to illness or other family circumstances that prevent your child attending.
- Should the school be closed unexpectedly then you will be entitled to a full reimbursement and the following half terms fees will be reduced accordingly.
- Fees will be reviewed periodically.
- Breakfast will not be provided after **8.20 am**.

TERMINATION

- Notice in writing must be given to the School Office at least 14 term time days ahead of the proposed termination.
- There will be no refund if your child is asked to leave the Breakfast or After School Clubs due to poor behaviour.
- The school reserves the right to terminate the clubs or withdraw your child from it at any time.

Every feasible attempt will be made by the school to ensure that families are well informed about all aspects of the Breakfast and After School Club provision. Should you have any questions about any of the above points, then please speak to the School Office.

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I have read and agree to follow the details at set out in the Terms and Conditions for the Breakfast and After School Club document.

I accept that it is my responsibility to inform Holywell Primary School Breakfast or After School Club of any allergies or illnesses that may affect my child's wellbeing.

Signed: Name: (Please Print)

Child's (Children's) Name(s):
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Date: