



CANTRELL PRIMARY SCHOOL AFTER SCHOOL CLUB TERMS AND CONDITIONS

Information

- ☺ Cantrell Primary School After School Club will run Monday to Friday from 3.30pm until 5.30pm. It will **not** operate in **school holidays, Bank Holidays, the last day of term or on INSET Days.**
- ☺ Only children currently attending Cantrell Primary and Nursery School are eligible to be booked into After school club.
- ☺ A variety of indoor and outdoor activities supervised by After School Club Staff will be provided to occupy the children until they are collected.

Aims

- ☺ We aim to provide a high-quality service which meets the needs of both parents and children.
- ☺ For parents, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service.
- ☺ For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, to try out different activities, to relax, to have fun and enjoy.
- ☺ After School Club will ensure that appropriate standards of behavior, discipline and hygiene are maintained.

Booking

- ☺ Up to 24 spaces are available at After School Club.
- ☺ Parents must pre-book on ParentPay, the cut off for booking a session for After school club 12:30pm on that day. Booking in bulk is preferred and will guarantee a place for your child.
- ☺ Only children for whom have had a signed a collection list and whose place has been booked and paid for in advance, may attend After School Club.
- ☺ We are unable to accept on the day ad-hoc arrangements. However, emergency situations may be considered.
- ☺ Persistent failure to:
 - a) book through ParentPay
 - b) booking and not attending without good reason, will result in a ban for your child(ren) for the rest of the academic year.

Payment of Fees and Cancellation

- ☺ Cantrell Primary After School Club is self-financing. All running costs are met from fee income. It is not intended to be profit making and any surplus made after costs will be reinvested back into the After School Club.
- ☺ Failure to cancel any booked sessions via ParentPay/email/phone will be non-refundable. However, If your child isn't in school due to illness/medical appointment or emergency situations then this will be refunded automatically.
- ☺ The cost per session is £5.00 per day to all children including pupil premium.
- ☺ Fees are payable in advance during the booking process.
- ☺ In the event of school closure, for example due to weather, a full refund will be issued into the squid purse.
- ☺ Any over due invoices, where reminder texts have been issued, will result in any further bookings being removed until such balances are paid.

Late collections

- ☹️ In the event of a late collection, parents will be charged a late fee to cover the cost of staff overtime. We reserve the right to charge **£15 per child, per session** of lateness. You will receive your fine and have **14 days** to make this payment via ParentPay. Any unpaid balances will be referred to the Nottingham City Council legal team.

General Conditions

- ☹️ A child must not be brought to After School Club if unwell.
- ☹️ Names of adults who are authorized to collect the child must be clearly stated on the contact form, anybody who is NOT on this list will not be authorized to pick up your child(ren).
- ☹️ All accidents, that staff are made aware of, are documented using the school procedure. Should the need arise, the parents hereby give their consent for first aid to be administered and or the emergency services to be contacted.
- ☹️ The emergency contact details will be those held on the After School Club record and our normal school procedures will be used for notifying parents in the event of an accident.
- ☹️ Cantrell Primary School After School Club will not be liable for loss of property brought onto the premises by parent or child.
- ☹️ The parents hereby confirm that they accept the authority of the After School Club Staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child.
- ☹️ Parents may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the supervisor that the continued presence of the child is incompatible with the interests of After School Club. There would be no refund of fees in these circumstances.

Code of Conduct

Every pupil should:

- ☹️ Observe normal school rules.
- ☹️ Co-operate fully with staff at all times.
- ☹️ Be punctual at all times.
- ☹️ Be considerate to others at all times.
- ☹️ Respect requests and requirements made by staff.
- ☹️ Look after equipment and resources.
- ☹️ Be mindful of food waste.
- ☹️ Promote our school ethos.
- ☹️ Abide by After School Club agreement and rules.

This Agreement will be reviewed by the Governing Board each financial year.

Next Review: April 2026.