Bleak Hill Primary School



Out of School Club

Terms & Conditions

Effective from 04.09.2023

All bookings and payments are to be made using the online system SchoolMoney.

To access your account please visit [www.eduspot.co.uk](http://www.eduspot.co.uk) and login following the instructions provided to you by email

*(Terms and Conditions may be varied/amended by the Governing Body)*

Bleak Hill Primary School – Out of School Club

Terms and Conditions

Our club is inspected by Ofsted as part of any school inspections which take place and the club is organised for children on the register at Bleak Hill Primary School only. Activities take place in a designated area of the school, utilising school facilities and within the school grounds.

All children will be automatically registered to use Breakfast and After School Club. On booking a place via SchoolMoney you are accepting these terms and conditions.

Films shown at Club will be appropriate for all ages of children with a U or PG classification. Permission is requested when a child starts at school. Any changes to the permission, parents should notify the school office.

1. Opening Hours

* Breakfast club will operate between the hours of 7:30 am and the start of every school day during term time.
* After school club will operate between the end of the school day and 5:30 pm every school day during term time.
* Access to breakfast and after school club will be via the entrance at the front of school between the main entrance and the junior playground.

1. Booking Sessions

* Parents may book any combination of sessions, and these will be charged on a sliding scale as follows:

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| --- | --- | --- |
| Breakfast Club | From 7:30 am - start of school | £6.00 per child per session |
| From 8:00 am - start of school | £4.50 per child per session |
| From 7:30 am - 8:00 am  Before an extra-curricular club | £3.50 per child per session |
| After School Club | End of school day - 4:30 pm | £5.00 per child per session |
| End of school day - 5:30 pm | £8.00 per child per session |
| From 4:30 pm - 5:30 pm  Following an extra-curricular club | £5.00 per child per session |
| Late Collection (after 5.30pm) | £5.00 per 5 minutes or part thereof. |

* Parents should book places in advance on the SchoolMoney system by midnight on the day before. Parents who require regular breakfast and after school club sessions can book these in advance of each half term period.
* Any subsequent changes to sessions must be changed online and by midnight on the day before. Any amendments made after this, will be chargeable.
* Parents with emergency requests should phone the school office on 01744 678190.
* Any emergency requests will be considered by the staff and places offered if possible, taking into account staffing levels and number of pre-booked children for the session in question.
* Places are limited and if all places are fully booked online we will not be able to take any further bookings.

1. Collection/Delivery of Children

* Any child(ren) booked into after school club will be collected from class by club staff or accompanied to club by school staff.
* If you choose to collect to your child(ren) early from club the full cost of the session booked will still stand.
* All children should be collected from the club by 5:30 pm. If parents are not able to do so, they must contact staff at the club on the club mobile number to inform them of their expected time of arrival. The current fee for collection after 5:30 pm is £5.00 for every 5 minutes or part thereof.
* If you persistently collect your child(ren) after 5.30pm this will result in contact from school which may result in the removal of the service.
* If you arrive to collect your child after 5:25 pm please go to the main entrance of school. Your child will be waiting for you there with After School Club staff. A member of staff may phone you to ask who will be collecting your child and what time they are expected to arrive. This is necessary as the school site is locked at 5:30 pm and staff are only paid until this time.
* No child is allowed to leave the club alone.
* Any change in the person collecting the child(ren) must be notified to staff in writing, or by telephone to the school office on the day of collection, before the child will be released to that person.
* School staff will record drop off and pick up times.

1. Emergencies

* Details held are for school and club. Club would contact parents in emergencies based on the information held in school for emergency contacts. It is parents’ responsibility to ensure that emergency contact details are kept up to date. To do this you can email [bleakhillparents@sthelens.org.uk](mailto:bleakhillparents@sthelens.org.uk)

1. Behaviour

* Children attending any of the club sessions are expected to adhere to school rules and expected standards of behaviour. Any misbehaviour will be reported to parents and managed in accordance with school policies.
* In the event of serious or recurrent misbehaviour school reserves the right to withdraw the place at the club.

1. Attendance

* Once a session has been booked the child(ren) will be expected to attend.
* If the child(ren) is unwell the school office should be asked to inform the club that the child(ren) will not be attending due to illness.
* If parents do not wish to use a place, they have pre-booked, they will be able to cancel sessions online, up to midnight on the day before.
* Any cancellations after that, should be made by phoning the school office. These sessions will be chargeable.

1. Payment of Fees

* Payment of fees is due for all booked sessions at the time of booking.
* All payments must be made via the SchoolMoney system.
* Families can pay using childcare voucher schemes, payments should be released to school regularly, to maintain credit on your child’s account in order to book sessions.
* You will not be able to book a session online without being in credit or paying at the time of booking. Cash and cheque payments are not accepted.
* For all bookings, any cancellation charges, late penalty charges and administration charges incurred will be added to your account.
* Emergency sessions that are agreed by the school office will be payable at the time of contact.
* If you collect your child(ren) beyond the time of the session booked the difference will be payable on collection of your child(ren).
* Current fees include breakfast and a snack at Out of School Club.
* Fees will be charged in the event that the child(ren) fails to attend a pre-booked session because they are on holiday or otherwise absent and the session has not been cancelled using the online system.
* If a child who has a session booked, but does not attend school or goes home from school due to sickness, the session will not be charged.
* In the event that an account runs into significant arrears, parents will be alerted as per our debt recovery procedures. If the account is not settled immediately, we reserve the right to withdraw the place. In this event, no further bookings will be possible via the online system until the account is cleared.
* Under the Local Authority financial procedures, we are required to follow up all outstanding balances. If payment is more than one week in arrears, a reminder will be sent on the SchoolMoney system. If the account remains unpaid after 5 school days, a follow up letter will be sent via School Spider. Following a further 5 school days another letter will be sent via post. Amounts which still remain outstanding may be referred to the Council’s Debt Collection Team.
* If more than one reminder letter is necessary, we reserve the right to apply an administration fee of £5.00 per letter to your account.
* In the event that an account runs into significant credit, parents will be alerted. At this point we will ask you to run down the credit before making any further payments. We are not able to carry significant balances, and these may be returned to you or the voucher company at our discretion.

1. Concerns or Complaints

* In the event that a parent has a concern or complaint about the club or facilities offered, they should raise this in the first instance with the manager/staff on duty to attempt to rectify the problem.
* If the issue is not resolved, then it should be raised with the Deputy Head Teacher.
* Should your concern/complaint still not be resolved to your satisfaction please speak with the Head Teacher under the school’s Complaints Procedure which is available on the school website.

Please note that booking places at Clubs signifies your acceptance of these terms and conditions

**Please keep this document for reference purposes**

**General Data Protection Regulation 2018 (GDPR):** The school is registered with the Information Commissioner’s Office (ICO) under the prevailing Data Protection legislation for holding and processing personal data. The school has a duty to protect this information and to keep it up to date. Details of how we process and share information is detailed in the school’s Privacy Notice, which can be found on the school website.