



## After-School Club Terms & Conditions

In the first instance, the club will operate for term time only. The club is self-funding and any income generated will be re-invested back into the club.

Before we can accept your booking you must read and agree to the following terms and conditions of the club:

### **After School Club Procedures**

Children who are booked into the after school club will be collected at 3pm and taken to the music room where the provision is based. Light snacks will be served between 4.30 and 5pm. The first session finishes at 4.30pm, although parents can collect any time before this time. Collection after this time will be subject to the full session payment of £6.00. The full session ends at 6pm. Again, parents can collect any time before this however we ask that you avoid snack time. An authorised adult must sign the attendee out of the club and this must be an authorised person from the registration form. Children **will not** be given to any person other than those registered on the form, and any confusion that this causes that goes over the collection time may be charged in line with the late collection policy.

### **Payment**

Payment must be made on ParentPay by 2pm on the day of attendance. Non-payment may result in your child not being able to attend the club. As a federation we operate a no-debt policy. Please contact the office if you require a copy of the policy.

### **Cancelled sessions**

Sessions must be cancelled by 2pm on the day due to attend. Any sessions not cancelled by this time will be liable for the full booked session cost as staffing and resources will already have been allocated. Any balances owing from missed sessions must be paid for on ParentPay.

### **Admissions**

Admission to the club is via completing a registration form confirming you have read the terms and conditions and booking form. You will be notified if your child has a place. We are unable to admit your child without the registration form being completed for safeguarding reasons.

**At the heart of it all is the child**

Brooke Primary School  
Wike Gate Road | Thorne | Doncaster | DN8 5PQ  
Tel: 01405 812200 Fax: 01405 741636



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## **Safeguarding**

All club staff are DBS checked and routinely complete safeguarding training. There will always be a first aid trained member of staff present at the club. We are committed to our pupil's safety and wellbeing. We aim to provide the children, staff and visitors with a safe, warm and welcoming environment. If we have any concerns whilst your child is at the club, a designated safeguarding lead will be made aware.

## **Administering of Medication & Medical Needs**

Prescribed medication in its original container can be administered by the club team once a medication form has been filled in and signed. Medication that is already in school can be transferred to the after school club and collected from there. *No medication can be administered without it being prescribed by a doctor and in its original, labelled packaging.* If regular medication is required or your child has a medical need, the care plan can that is in place at school will be transferred to the club to ensure we address any additional needs correctly.

## **Behaviour**

The after school club will have the same behaviour expectations as the school. We promote the 'Great to be Green' whole school behaviour strategy:

Our Great to be Green expectations

Good listening skills

Respect people, belongings and the environment

Everybody walks through school in a calm manner

Always tell the truth and listen to advice

To complete work to a high standard

To Be

Give people a second chance

Remember to be organised and on time to school

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## After-School Club Terms & Conditions

Everyone wears the correct school uniform with pride  
Enjoy helping and working with others  
Never intentionally hurt or be unkind to others

If we have any concerns regarding behaviour at the club you will be contacted in the first instance. If the behaviour continues following this your child's place at the club will be reviewed.

### **Concerns & Complaints**

All concerns and complaints should in the first instance be addresses to the club manager. If you are unable to resolve your concern / complaint following this, please contact a member of the school leadership team:

Mrs Sarah Hall - Executive Head teacher

Mrs Emma Levers - Head of School / SENCO

Mr Lee Farrand - Assistant Head teacher

Miss Anna French - Assistant Head teacher

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