



## Hawkesbury School Breakfast and After School Club Terms and Conditions – September 2025

### Aims

We aim to provide a high quality service which meets the needs of both parents/Carers and children. For parents/Carers, 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, try out new activities, to relax, to have fun and enjoy. Parents/Carers are expected to give their support and encouragement to the aim of Hawkesbury Breakfast and After School Club and to uphold and promote its good name. The wrap around care will ensure that appropriate standards of behaviour and hygiene are maintained.

### Booking Hawkesbury Primary School Breakfast and After School Club

#### Booking a place:

A registration form for all children should be completed before booking sessions. Parents/Carers must inform Hawkesbury Primary School if the child has any known medical condition, **allergies** or health problem.

**Regular sessions** – On receipt of an application form the parent/Carer will be required to book a space. To support the long term financial viability please book on Schoolcomms. Breakfast and After School Club is listed in the “Clubs” section. **All sessions must be booked and paid in advance. Bookings will close 4 days before to allow planning. If you have an emergency and need to use the club on the day we will try to accommodate if space is available and payment has been made.**

If you wish to pay with Childcare Voucher you need to let the school know you have ordered vouchers **BEFORE** you can book your place through the schools comms. This must contain a reference payment date and amount (please be aware it can take up to 72hours to register on the government child care voucher)

The maximum number is 10 for breakfast and 16 for after school, subject to change. If your child has not been booked onto a session you will be called to collect them

#### Session Availability:

The Breakfast club will run Monday – Friday 07.30 – 08.30.

The After School club will run Monday – Thursday 3.00 – 6.00pm.

Short sessions are available 15.00 – 16.00 (Wednesday is run by U-sports outside provider)

There will be no sessions

- during school holidays or
- inset days.



## Prices

All prices quoted are inclusive of activities and a healthy snack. EG, fruit, toast, bagel or similar. Prices are set in advance and Hawkesbury Primary School will make every effort to ensure that the price quoted for any of our services is honoured. However, Hawkesbury Primary School reserve the right to alter any price as required where additional unforeseen costs arise beyond the control of Hawkesbury Primary School. Regular sessions are charged at Breakfast £4.50 After school £13.50 per session and short sessions at £4.50 per session. We reserve the option to change the costs at anytime when necessary.

They are payable on Schoolscomms in **advance**. You can pay on Schoolcomms or with childcare voucher

- Please note that refunds will not normally be given: if your child does not attend a booked session due to illness or other exceptional circumstance, that session will be held as a credit and you will be able to book a session(s) against that credit in the future. If cancelled 48 hours before.
- No refund will be given for sessions only part attended.
- No partial refund will be given if a child leaves before having food.
- If the school closes the After School club due to unforeseen circumstances Parent/Carers will not be charged for these sessions.
- Fees are the responsibility of the person who signed the Terms and Conditions form or who has parental responsibility for the child.
- A fee **of £15** will be charged, for each quarter of an hour, that a child is picked up late from the After School Club. Persistent lateness will result in the After School place being withdrawn.
- Reasonable changes may be made from time to time to these standard terms and conditions and to the level of fees.

## Exclusions

Hawkesbury Primary School reserves the right to refuse or exclude any individual, at any time prior to or during the delivery of childcare services if, in the opinion of Hawkesbury Primary School, that individual is incompatible with the general wellbeing and safe running of the services. If payment is not made this will also be cancelled and late pick ups risk being excluded.

In this instance, no refund will be given and any costs incurred, including any damage, will be passed onto the individual's parent or guardian.

## General Conditions

### Data Protection

The personal information requested on our booking form, medical form and signature form is required to enable Hawkesbury Primary After School Club to deliver its services. This information will not be passed on to any third party without your express permission. It is the parent or guardian's responsibility to update Hawkesbury Primary School with any changes in personal information including home address, emergency contact telephone numbers and medical information.

### Confidentiality

Parents/Carers agree to inform Hawkesbury Primary Breakfast / After School Club of any information necessary to safeguard or promote their child's welfare or avert the risk of harm to their child or other person. Hawkesbury Primary Breakfast/ After School Club staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

Parents/Carers agree to inform Hawkesbury Primary Breakfast/After School Club of any changes in contact details or family situations, Court Orders or situations of risk in relation to the child for which any special precautions may be needed.



### **Child Protection**

The Club Supervisor has a duty to report any significant concerns s/he might have about the safety/well-being of a child to the Headteacher of Hawkesbury Primary School. The school's policy for Child Protection will be followed at all times.

### **Accidents**

All accidents, that staff are made aware of, are documented in the school accident book and reported to parents/Carers.

### **Liability**

Hawkesbury Primary School do not accept any liability for personal injury or the death of any participant unless caused by the proven negligence of Hawkesbury Primary School or its employees. Hawkesbury Primary School do not accept any liability for the loss or damage of any property belonging to participants. Hawkesbury Primary School accept no responsibility for losses or additional expenses in the event of cancellation or change due to strikes, school closure, disasters, war or the threat of war, acts of terrorism, weather, illness or any event outside the control of the company.

### **Sickness**

Parents/Carers must comply with the exclusion guidelines set by the Health Protection Agency; details are available from the school office. A child must not be brought to Hawkesbury Primary After School Club if unwell.

### **Absent Children**

It is the responsibility of the Parent/Carer to sign their child out at the end of the session; children must be collected via the gate at the back of the school. Absent children will be followed up from the school's class registers at the beginning of the school day. Parent/Carers must notify the school if their child is not going to attend After School Club, following their child being present in the school register.

### **Loss of property**

Hawkesbury Primary School Breakfast/After School Club will not be liable for loss of property brought onto the premises by Parent/Carer or child.

### **Insurances**

Hawkesbury Primary School Breakfast/After School Club undertakes to maintain those insurances which are prescribed by law. The Hawkesbury Primary Breakfast/After School Club is covered by the school's insurance.

### **After school mobile number**

We hold an emergency mobile between 15.00 and 18.00 which you can call if you have an emergency. Please do not text - 07857809121



**I have read, understood and agreed to comply with the Terms and Conditions of the Hawkesbury Primary Breakfast After School Club.**

Name of child/children: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_

Name in full: \_\_\_\_\_

Relationship to the child: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this copy**