



**Together We Can Achieve Excellence**

**After and Before School Club Agreement & Information**

**After School Clubs – please make sure that you have booked and paid for your child's after school club place through SchoolMoney by the date shown on the letter; some clubs have limited spaces and may be allocated on a 'first come, first served' basis. Short Stay Club – please pay promptly, see club letter, or book in advance through SchoolMoney.**

**Early Bird Club - please book and pay at least one week in advance through SchoolMoney. Reminders are sent home through SchoolMoney or by text. Please note: a breakfast of toast is served up until 8.20am.**

- Do use your school clubs, they are not financially supported by the school and will only run if they are self-financing.
- Do return the slip at the bottom of the club letters with any medical needs, childcare voucher and to request payment by instalments.
- Do inform school/provider if your child is being collected from club by someone other than a parent/guardian.
- Do make sure that your child understands that he or she must follow the school rules at clubs and that he or she should not spoil the club for others. Children who cannot behave in an appropriate way will not be allowed to attend.
- Do make sure that the after school club is suitable for your child. Some of our clubs are run by one adult and this adult will not be able to look after your child's needs exclusively. Your child must be able to participate in the club without significant additional support. Reception pupils may attend if the club is suitable and by agreement with the provider or staff member running the club; please email the office with your request for a place.
- Do collect your child on time (see club letters); if you are persistently late collecting your child they will not be able to continue with the club. Late collections are charged to cover staffing costs – see SchoolMoney or contact the office for current charge.

Please note that any pre-payments will not be refunded if children are unable to attend due to illness or if the school closes due to emergency or bad weather.

**Outstanding club debts will be invoiced; debts will be pursued through the Local Authority legal team.**

**CODE OF CONDUCT AT SCHOOL CLUBS**

To ensure the safety of pupils using afterschool clubs we have particular requirements regarding behaviour. Below is a condensed copy of your agreed code of conduct (see website for full copy). Please read this through with your child, on joining the club you and your child are agreeing to the code of conduct. Children who cannot behave in an appropriate way will not be allowed to attend.

**Every pupil joining our clubs must:**

- Observe all normal school rules – please read our code of conduct in full
- Co-operate fully with staff at all times
- Avoid behaviour which might inconvenience or endanger others
- Be considerate to others at all times
- Respect all requests made by staff