

Chalk Ridge Primary School

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Headteacher **Mrs Sue Baskerville**

Deputy Headteacher **Mrs Amanda Forsey**



Breakfast Club and Afterschool Club Terms and Conditions

Agreed and adopted: 1st November 2021

Next Review: 1st November 2024

Booking Procedure

Bookings may be made up to 45 days in advance and need to be made **at least 48 hours in advance**.

Sessions should be booked via your ScoPay account more than 48 hours before the session is due to take place as stated above.

Any 'ad-hoc or emergency' bookings, within 48 hours will need to be made through the school office and the booking will be made at the discretion of a member of the Senior Leadership Team (SLT). Requests for ad-hoc or emergency bookings should **not** be made via email and only by telephoning the school office (unless out of hours).

The discussion will be based on:-

- (i) the reason for booking
- (ii) current numbers booked in relation to ratio of staff for that day.

Chalk Ridge Primary School reserves the right to decline ad-hoc bookings, made less 48hrs prior to the requested session, on the grounds that there are not sufficient staff to meet statutory adult:pupil ratios.

All pupils using the services must be booked into a session via ScoPay, or via the school office. Pupils who are not booked into the service may be refused entry, and will be returned to the care of their parent / carer.

Payment Terms

All sessions must be paid for at the time of booking or in advance. **You will be unable to book sessions without the required credit in ScoPay**

We do not offer any credit terms for wrap around care and sessions must be paid for at the time of booking. For those using Tax Free childcare service to make payment, we will allow a grace period of 7 days from the date of booking for your payment to reach us and be applied to your ScoPay balance.

Tax Free Childcare payments are accepted but please be aware that it can take up to 7 days for the payment to be received and applied to your ScoPay account and this should be taken into consideration when making your booking.

Please email, afterschoolclub@chalkridgepri.hants.sch.uk to confirm how you would like your payments to be assigned. This is particularly important if using more than one service (eg: split across breakfast club/afterschool club or visits).

Cancellation Policy

Any cancellations are to be made via your ScoPay account online at least 48 hours in advance. If your child will not be attending a session and you are unable to cancel the booking via ScoPay, you must inform the school office in order that they can amend the register. Late cancellations, (ie: less than 48 hours) will be charged at the standard rate regardless of your child's attendance with the exception of absence due to illness.

Non attendance

If your child will not be attending a booked session (which you have been unable to cancel if less than 48 hours), we ask that you inform the school office in order that we can update our registers.

Cancellations must be made in line with these terms and conditions otherwise unattended booked sessions will be charged for.

Pupil Agreement

Pupil's attending the clubs must agree to:

- Demonstrate the school's core values at all times showing respect for themselves, adults, peers and resources.
- Inform an adult if they have a worry or concern.

May we remind you to notify the office or member of staff if someone is collecting your child who is not on the contact list. We will not release your child unless we have had prior confirmation of this.

Please be aware that we reserve the right to refuse access to this facility for any parent or carer who refuses to abide by the procedures and protocols in place to ensure the safety and welfare of our children. We also reserve the right to refuse access to this facility for any child who persistently misbehaves or behaves in a manner that puts themselves, others or property at risk of harm or damage.