

# Chalk Ridge Primary School

Sullivan Road, Brighton Hill, Basingstoke RG22 4ER

Telephone 01256 461733 Fax 01256 812453

Email [adminoffice@chalkridgepri.hants.sch.uk](mailto:adminoffice@chalkridgepri.hants.sch.uk)

Headteacher **Miss Sue Jackson**

Deputy Headteacher **Mrs Sue Baskerville**



## **Breakfast Club and Afterschool Club Terms and Conditions**

Agreed and adopted: 1<sup>st</sup> November 2021

Reviewed: 12<sup>th</sup> December 2022

Next Review: 1<sup>st</sup> December 2023

### **Booking Procedure**

All Sessions should be booked via your Arbor account.

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

Any '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 emergency bookings can **not** be made via email.

Emergency booking consultations will be based on:-

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

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

Any pupil that turns up and is not booked into the service may be refused entry and your child will be returned to the care of their parent / carer. Should this happen on more than one occasion a warning letter may be issued.

All children should be handed over to a member of school staff or collected, by an adult at the front door.

### **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 Arbor**

We do not offer any credit terms for wrap around care and sessions must be paid for at the time of booking.

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 Arbor account and this should be taken into consideration when making your booking.

Please email, [afterschoolclub@chalkridgepri.hants.sch.uk](mailto: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 should be notified to the school office at least 48 hours in advance. Late cancellations, (ie: less than 48 hours) will be charged at the standard rate unless your child is absent due to illness.

### **Late collection from afterschool club**

All children should be collected via the main office doors by 5.30pm Monday to Thursday and by 5pm on Fridays. Should you be late to collect your child you should notify the afterschool club leader as early as possible on 07956 425287. There will be an additional £5.00 charge for each 5 minute period past the required collection time.

### **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 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.