

## **Terms and conditions for the use of breakfast and after schoolclub at Ecton Brook Primary School**

I am writing to remind parents/carers using the Breakfast and Afterschool Club at Ecton Brook Primary School of the requirements and conditions for using this care.

1. Sessions must be booked in advance using weekly or termly booking forms. Verbal bookings cannot be accepted.

If you book sessions following the Christmas, Easter or summer breaks, forms can be handed in before these breaks but payments must be received on the first day back at school.

2. All payments to be made online using the online booking system, payments will be added to your account once a booking form has been completed and handed into the school office, or given in to the Afterschool/Breakfast club staff, one week in advance.
3. All bookings must be received on the Wednesday before the new week of school. If this does not happen then a charge of £2.50 will be charged. Please ensure you have filled in a booking form to avoid this.
4. Sessions booked but not used cannot be carried forward unless written notice received and the amendment is agreed by the school; if your child is absent for a long period once booking has been made then credit will be considered dependent on circumstances. Should you wish to alter any booking made this must be done a week in advance, where possible, by completing an orange amendment slip (available at the office/green folder by the signing out register). This includes school based events and PTA events which also need to be cancelled using this procedure. The clubs are run independently of the school so it is your responsibility to manage your bookings when trips/discos or film nights are taking place.
5. When dropping your child off at breakfast club please sign them in (unless an individual alternative arrangement has been agreed). Breakfast club starts at 8.00am.
6. Children must be collected from afterschool club no later than 5.45pm. Any change to nominated adults collecting children must be notified to the Afterschool Supervisor along with an agreed password. If you collect your child after 5.45pm then a late collection fee of £17.50 will be charged. This is the amount charged to the contractors for having to stay late. If you have any further queries, please contact the Main Office and speak to Mrs Springett or Mrs Clark. I look forward to your continued support.

Yours faithfully,

Mrs D. Archer and Mr N. Woods-**HEADTEACHERS**