

Out of Hours Clubs Terms & Conditions

Francis Baily Primary School



Review

Approved by	Local Governing Board Finance & Assets Committee	Date	July 2025
Last Review Date	July 2025	Next Review Date	July 2026

Responsibilities

School Senior Staff:	Implementation of Terms & Conditions at school level
Governors:	Check school compliance with Terms & Conditions and report breaches or concerns to Directors
Trustees:	Review and approve the Terms & Conditions Trustees also confirm that Governors are carrying out their role adequately

Material Changes to the Policy Since the Last Review

Section:	None
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The purpose of both the Breakfast Club and After School Club is to provide before and after school care for Francis Baily School pupils. Its main aim is to provide an environment for stimulation and learning through play, in a caring and safe environment allowing parents/carers the opportunity to work outside school hours. The club is an organisation run by the school and it follows all the school's policies and procedures. However, it is not subsidised by public funds and, therefore, all operating costs need to be covered by fees, which are reviewed annually. The numbers in each Club are subject to staff availability and the agreement of the Governing Board in consultation with the Head and Clubs' Manager.

The Breakfast Clubs are open from 7.30am to 8.45am and the After School Clubs are open from 3.10pm to 5.55pm during school term time, with the doors being locked at 6.00pm. Persons collecting children should be aware that premises have to be vacated on time and for any pick-ups beyond 6.00pm, additional operating costs may be incurred such as school Site Controller and Club staff wages, plus phone calls etc. The Clubs reserve the right to charge £5.00 per each 5 minutes past 6.00pm as a surcharge, depending on the circumstances resulting to the late collection. If a late pick up is unavoidable it is critical that the Club Staff are contacted using the club mobile number otherwise, we are obliged to inform Social Services 30 minutes after Club closing time if we have not received any notification confirming the reason for the lateness.

Places are offered on a 'first come first served basis and can be booked for regular use on one or more days per week but at least one month's notice must be given if these are to be cancelled. Occasional/one off bookings may be made by contacting the Finance Team and are offered subject to sufficient staff being available.

Application for Membership

Applications should be made directly to the Finance Team via the school office. If there is space in the Clubs, parents will be informed that the booking has been accepted and will then be subject to the one-month notice period. If the clubs are full, parents will be informed and they will not be charged, their name being put on a waiting list. All bookings must be renewed each academic year.

Under the terms of registration with Ofsted the OOHCs comply with the recommendations for Safeguarding/Child Protection as laid out in the Children's Act 1989 and 2004. For further information, please refer to the school policy documents.

Membership

The lower clubs are for pupils from Foundation to Year 1. The Upper Clubs are for pupils in Years 2 to Year 6. The Clubs are only able to accept pupils who are on roll at Francis Baily Primary School and to the relevant club according to year group.

Club Fees & Payment Terms

1. The clubs are a 'not for profit' organisation and payment of fees must cover all operating costs. The clubs are not allowed to run with an operating loss.
2. Invoices are sent out monthly by the 1st day of the month. Fees must be paid by the seventh day of the month. The club prefers payment via Internet banking, the online payment system or by cheque, to be made payable to the Out of Hours Clubs. The Clubs are unable to accept credit/debit cards and prefer non-cash payments where possible. For cash payments a receipt **MUST** be obtained. The school cannot accept responsibility for the loss of cash when a receipt has not been obtained.
3. If payment has not been received by the end of the month in which the child/children have attended, then the child/children will lose their reserved places for the following month or until such time that the outstanding debt has been cleared. If there are exceptional extenuating circumstances resulting in late payments, the school will review these on an individual basis. Parents must contact the school Finance Team if there are any reasons why they are unable to pay your fees by the seventh day of the month.
4. Attendance fees are payable per child per session. Fees are only waived if there is a school emergency closure.
5. Sessions can be booked in advance by completing an annual booking form or a drop-in booking form. For annual bookings, an invoice will be raised which will be confirmation of your booking. Any discrepancy on the invoice regarding booked sessions must be brought to the Finance Team's attention before the payment due date of the invoice. Drop-in bookings must be paid for at the time of booking.
6. For both Breakfast and After School places, the full fee due must be received by the office by the date stated on the invoice for the child to be entered on the register. **No refunds can be made on cancellations at this stage.** In the event of non-payment, the place may be offered to another family. If children have been removed from the register, they cannot be accepted into the Club and will remain at school to await collection.
7. Places booked must be paid for unless extenuating circumstances arise. If this is the case the school Finance Team must be contacted by email or by telephoning immediately. Any waiver or request for a payment plan of the fees will be reviewed by the Governing Board on an individual basis.
8. Any holidays/breaks taken from Clubs are still subject to payment to keep the place. If a family wishes to cancel their place until after their holiday/break to avoid payment, they must give the required one month's notice and to cancel the booking and there is no guarantee that the place will be available if the booking is requested again on return for holiday. There is no charge for sessions whilst a child is attending a school residential trip.
9. The Clubs are obliged by law to disclose accurate details to the Inland Revenue on request of the childcare provided to Parents or Carers who are claiming Working Tax Credit Childcare element. Parents and Carers are responsible for keeping their own records of payments made to the Clubs for childcare, and a full statement for the academic year can be found on the back of the monthly invoice.
10. Occasional bookings (drop-ins) must be paid for at the time of booking. If a place is not available, the money paid will be refunded.

The current charge is £4 per session for Breakfast Club and £10 for After School Club. Breakfast is provided and a snack for those pupils attending the After School Club. Fees are subject to review as determined by the Finance Committee and must cover the full running cost of the clubs. .

If a child does not attend a pre-booked session, the full amount will still be charged, as this place could otherwise have been offered to another child. One of the terms and conditions of accepting a place at either Breakfast or After School Clubs will be that parents will have to agree to the cancellation policy the Clubs need to instate. This is simply because of the staffing levels that need to be maintained and the fact that staff have to be permanently employed. In the event of the Clubs being closed, a full refund or credit will be offered. The closure of the Breakfast and After School Clubs due to adverse weather conditions will be at the Headteacher's discretion in line with School Policy.

Cancellations

One month's notice of cancellation of membership must be given. During the Summer Term, any such notice to cancel from the start of the new term in September MUST be given before the end of the preceding Summer Term.

New Academic Year Bookings

ALL pupils currently attending the clubs will need to re-register by the May half term for places the following September. We cannot guarantee a place unless pupils reregister by the May half term.

Dropping Off & Collection of Children

Parents are responsible for ensuring the safe arrival to and from the Clubs as the school is not responsible for children until they have been signed in to nor responsible once they have been signed out of the clubs.

Parents must report to a member of staff on arrival to collect their child as they are in charge of ensuring their child is signed in and out of the clubs. Except for the Breakfast Club, **the child's departure time will be noted in the register and signed by the Club Leader or Deputy Leader to ensure that an accurate record is kept of the pupils present at any time.**

The Clubs ask that parents/carers do not obstruct the turning circle as access needs to be available to the school site at all times for the emergency services.

Behaviour

A high standard of behaviour and courtesy is expected of all children at all times. The behaviour policy reinforces this expectation.

Medicines, Sickness, First Aid & Emergency

If a child needs routine or special treatment, the parent must give the necessary medication to a member of staff. Parents must also sign a form detailing the dosage. Staff should be made aware of any allergies, which may affect their child, e.g. nuts.

If a child becomes ill during a Club session, every attempt will be made to contact one of the people listed on the Registration Form to arrange collection of the sick child. The child will be cared for until collected.

In case of a minor accident, basic First Aid will be administered. The parent will be informed via Medical tracker email. In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/legal carer to advise or discuss with him/her the course of action to be taken.

PLEASE NOTE:

- **If the parent/carer cannot be contacted in time, the Club Leader will take action to gain appropriate medical treatment for the child. For the Club to be authorised to do this, please ensure that you have signed the box on your registration form.**
- Ofsted Regulations state that the clubs have a duty of care to enter injuries on an Accident/Incident Form, ensuring a member of staff signs and dates this and the form is given to parents on collection of their child.

Complaints or Appeals

If a parent/carer has any concerns, they should be discussed initially with the Breakfast Club or After School Club Leader. If it is felt that the matter has not been resolved satisfactorily, parents can contact the Headteacher in writing. The Club cannot accept any child to attend a session unless the parent/carer or person with parental responsibility fully completes and signs the Annual Booking Form and pays the first month's fee. This process is our confirmation that our Terms and Conditions have been accepted. The Club accepts no liability for children's property whilst attending the Club sessions. Accidents, emergencies, and other incidents judged to be significant are entered on the Accident/Incident Form.