



After School Club -Terms and Conditions

Fees

3.10pm-4.30pm After school club Session **£6.00**

Booking and Payment

Spaces are limited to 20 places per session. You will need to complete a booking form stating the days you would like your child/children to attend. Places will need to be booked and paid in advance using **Arbor**.

In some circumstances late or emergency bookings can be accommodated but contact the school office to check for availability. Please note that we cannot accept bookings after 2.30pm on the day that emergency childcare is needed. Payment will be need to made.

As the receipt of prompt payment is critical to the effective operation of the After School Club, failure to make full payment may result in suspension of your child's place. Written notification will be issued in such circumstances. If paying by Childcare Vouchers, please allow up to two weeks for these credits to show on your child's account.

If you are experiencing difficulties please contact the school office.

Child Illness

If your child is unable to attend a session due to illness, please inform the School office as soon as possible. Less than 24 hours notice, unfortunately we will not be able to refund payment if your child is absent once the place has been booked.

School Closure

There is no charge for Bank Holidays or INSET Days when school is closed. If for any reason there is a school closure (ie Snow Days) we will endeavour to contact you as soon as possible. No fees will be charged.

Notice Period

A minimum of 14 days written notice of your intention to withdraw your child from the clubs or fees will be charged in lieu of notice.



Woodcot
Primary School
TOGETHER WE LEARN AND GROW

Tukes Avenue, Gosport, Hampshire, PO13 0SG

Mrs Michaela Beetlestone
Headteacher

Mrs Victoria Popham
Assistant Headteacher

T 01329 234381
E admin@woodcotschool.co.uk

www.woodcotprimaryschool.co.uk

Late Collection

We politely request that parents/carers collect their children punctually. We may impose a fee of £5.00 for each 15 minutes that a child is late being collected. Parents/carers should allow sufficient time for discussion with staff to ensure end of session time is not exceeded.

Contact Information

Please make sure the After School Club staff have your most recent contact details and that you have completed the child information sheet and returned it to school prior to your child starting at the clubs.

Behaviour Expectations

Children are expected to adhere to the high expectations in our school behaviour policy at all times.

Confirmation

Failure to adhere to the terms and conditions may result in the withdrawal of your child's plac