



St Andrew's C of E Primary School's After School Club Booking Conditions and Information:

Charges - After School Club will run from the end of the school day until 6.00 pm and is held in the Dining Room and the Hall. The price is £7.50 per child per session. Activities and a snack are included in the price.

Bookings - We require you to book and pay for places in advance. Bookings can be made up until 1.00 pm on the day that you would like your child to attend. A link to the online booking form for each week will be made available on ClassDojo and the school website every Friday, after 1.00 pm. If you are booking for more than one child, please complete a separate booking form for each child.

Payment - Payment must be made in advance through ParentPay. Bookings will not be accepted if any payments are outstanding.

Changes or Cancellations - No refunds are available for cancellation or illnesses as staffing is put in place in advance to facilitate this After School Club provision.

Behaviour - All normal school rules apply at After School Club and the school's Behaviour Policy will be adhered to at all times.

Contact details - It is your responsibility to keep us updated of any changes to your contact details, or the details of people who we can contact in an emergency if you cannot be reached.

First Aid - All After School Club staff are trained to deliver First Aid.

Activities - Although a wide variety of activities will be on offer, including the opportunity for children to work on their homework projects and reading, we will not make a child participate in any activity that they do not wish to do. We can encourage them to take part but we will not make any activity compulsory. The emphasis will be on choice and enjoyment. After School Club is also a time to chill after the day at school.

Concerns - Should you have any concerns regarding your child's time at St Andrew's After School Club, please in the first instance talk with the leader of After School Club, Mrs Webb. If you are not satisfied with the action taken, please speak to Mr Snelling about your concerns. We will investigate your concerns and respond as quickly as possible.

Data Protection - The personal information requested on our booking form is required to allow our employees to provide After School Club. St Andrew's C of E Primary and Nursery School fully complies with information legislation. For full details on how we use your personal information, please see our overarching privacy notice on our school's website or contact the School Office if you are unable to access the internet.

St Andrew's C of E Primary and Nursery School, Mansfield Road, Skegby, Notts, NG17 3DW

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