



Headteacher: Mrs Sara Williamson

Deputy Headteacher: Mrs Jo Pashkin

After School Club –BOOKING FORM – TERM

After School Club Booking Forms should be returned to the school office as soon as possible and before the first day of the child(ren)'s attendance/. Payments can be made either in cash or cheques made payable to St Michael's CE Primary School.

Name (s) of Child (ren) _____

Week Beginning	Monday No of Children	Tuesday No of Children	Wednesday No of Children	Thursday No of Children	Friday No of Children	Amount Paid £
TOTAL Paid						

Session fees per child are £6.75 which includes a snack

Please read the school's terms and conditions attached before signing:

Signed: _____ **Name:** _____ **Date:** _____





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AFTER SCHOOL CLUB TERMS AND CONDITIONS: Please read before signing the booking form and retain for reference

- Places will be allocated on a first come first served basis and payment is required in advance with your booking form.
- A booking request can be made for either a regular place, e.g. every Monday, or a 'one-off' date(s).
- If we are unable to offer you a regular place on your chosen day(s), we will retain your details on a waiting list and we will endeavour to contact you should a place arise.
- Ad hoc sessions can still be booked with 24 hours notice but payment must be made where possible in advance of, but not later than, the day your child is attending
- Last minute bookings will be accepted provided there is space
- In the event that you would like to change the days that your child attends the After School Club a new booking form must be completed with your new requirements.
- The club can accept a maximum of 16 children per session.
- If your child is unable to attend the club through illness, we will refund the cost of sessions booked if the place is resold.
- Children must be kept away from the club if sick or if advised to do so by a doctor – and/or After School Club staff. Vomiting and diarrhoea must be clear for 48 hours
- Any special dietary requirements for individual children need to be discussed with After School Club staff, including allergies and clearly stated on the After School Club Registration form attached.
- The club will operate under the school's behaviour policy.
- Unless it is requested by the school, children should not bring their own toys, games or any items of value onto the site. We are unable to accept responsibility for such items.
- Children are not permitted to bring their own food to After School Club unless this has been agreed in writing by the school in advance of their attendance at the club
- **The After School Club will run from the time school ends until 5.30pm. Late collection will incur a fee of £1 per minute.**

Withdrawing an offer of a place

We reserve the right to withdraw an offer of a place in the following circumstances:

- Unacceptable behaviour resulting in distress or disruption to adults or children at the club.
- Where a child has not attended the club for their allocated session for a period of 3 consecutive weeks
- Where payments are not made in advance and arrears are accumulating we reserve the right to cancel the booking with immediate effect.