

BASTON CE PRIMARY SCHOOL

OUT OF SCHOOL CLUB (“ACTIV8”)

TERMS AND CONDITIONS INCLUDING ADMISSIONS AND CHARGING POLICY

ADMISSIONS:

Activ8 is open to every family in the community.

All children must be of school age (4+). When all of the places are taken, a waiting list will be established with the following priority order:

1. Siblings of children already attending.
2. Existing users who require the greatest number of sessions each week during term time.
3. Children attending Baston CE Primary School.
4. Children living in the area attending other schools.

This will be operated on a first come, first served basis.

Bookings should be made using the School Money system.

Late or same-day bookings will only be accepted if a parent speaks to a member of Activ8 staff or the school office and a place is confirmed.

BEHAVIOUR:

All members of Activ8 are expected to follow our behaviour policy, a copy of which is given to parents with their registration form. We seek the co-operation of parents in discussing this document thoroughly with children before they join the Club.

SUPERVISION:

An adult will supervise children at all times during Club open hours. There will always be two members of staff on duty. At least one member of staff has received training in paediatric first aid and food hygiene. They have undergone enhanced DBS and health checks to the standards required by OFSTED.

REFRESHMENTS:

Included in the cost of a session, children will be given breakfast in the morning consisting of toast/bagels and condiments, fresh fruit, cereals and yoghurts. After school, there will be a light snack and drinks. The club also provides a substantial hot evening meal, which is included in the overall cost of the session. Parents will be asked to give details of any special dietary requirements on registration documentation.

ACTIVITIES:

We aim to involve children in a range of engaging activities, while allowing them the freedom to make choices and relax. During the week there will be an opportunity to take part in art & craft activities, outdoor play & games (weather permitting), indoor games, quiet activities such as reading, jigsaws, computer games, colouring, interactive activities such as board games etc. Those children who wish to will also have a quiet area in which to do their homework. The Club will have full use of the normal facilities available within school including computers, sports facilities and the library bus.

COMPLAINTS:

The school operates a complaints procedure, designed to resolve any complaints raised, as quickly as possible. Full details of our complaints procedure can be found in our prospectus or a copy can be obtained from the school office.

BOOKING/CHARGING PROCEDURES:

All bookings are to be made using the School Money system. Bookings will need to be paid for by the end of the half term.

Should both the morning AND evening sessions be booked for the SAME DAY, we offer a 10% discount for this day's booking.

Places are subject to availability and are allocated in accordance with our admissions policy. Please note that all children must be collected by a person aged 18 or over no later than 6pm. To cover staffing costs, there will be an additional charge of £5 on each occasion a child is picked up beyond 6pm.

LATE/SAME-DAY BOOKINGS:**MORNING SESSIONS**

Same-day/late bookings can ONLY be done for morning sessions by speaking to a member of Activ8 staff on arrival. No child will be admitted without an adult (over the age of 18) making a booking.

EVENING SESSIONS

Same-day/late bookings for evening sessions can be made via telephone or email to the school office. Please call the school office on 01778 560430 or send an email to pupiladmin@baston.lincs.sch.uk We ask that parents avoid booking Activ8 sessions through the enquiries email address.

Please note that same-day bookings for evening sessions MUST be made before 3:15pm. No child can be admitted to Activ8 in the evening once the session has already started.

FEES:

Breakfast Club £5.00 each session per child including breakfast.

After School Club - £11.50 each session per child including a substantial meal.

Fees will be reviewed on a regular basis.

Only whole sessions can be booked.

Parents may cancel bookings using the online School Money system. No refund or credit will be given for sessions cancelled on the day they are due to run.

Employees of Baston CE Primary School must pay the full fee as per the charges above for any of their own children who make use of the provision.

PAYMENT

Payments are to be made online, and made in full by the Sunday before the last day of each half term. Payments can be made at any time.

If, for any reason you have any queries regarding our charging policy, please do not hesitate to contact the Club Manager or the Headteacher and the matter will be dealt with confidentially.

If you wish to use childcare/tax-free vouchers, please speak to the school office to discuss this further. Any voucher payments will be allocated to School Money and parents should regularly check that these are accurate

LATE PAYMENT:

If payment is not received within 14 days of the date of the invoice, an extra charge of £10 to cover administrative fees will be applied and the full payment will be required within 7 days. This 7 days will also serve as a notice period of your child's place at Activ8 being withdrawn. No further Activ8 bookings will be made during this time until the full balance is paid.

Readmission to Activ8 may be considered on payment of the full balance at the discretion of the school.

If, for any reason you have any queries regarding our charging policy, please do not hesitate to contact the Club Manager or the Headteacher and the matter will be dealt with confidentially.

CHANGES TO BOOKED SESSIONS:

We appreciate that as a school there may be occasions when we organise events for the children which may impact on Activ8 bookings. In this event we ask that you to use School Money to change your bookings.

Activ8 is committed towards the integration of children with special needs. Special arrangements may be required and will be considered on an individual basis. No child will be refused a place on the grounds of gender, religion, language, disability or culture.

The Club retain the right to refuse admission to any individual pupil on the grounds of:

- o Persistent non-payment of fees.
- o Regular failure to collect pupils at the agreed time.
- o Where the presence of this pupil is considered by the Headteacher and Club Manager to be detrimental to the wellbeing of either themselves or other persons on site.

OTHER POLICIES:

Copies of other policies concerning: bullying, equal opportunities, child protection and health & safety are also available on request from the school office.

ACTIV8 CONTACT DETAILS:

School office: 01778 560430 or pupiladmin@baston.lincs.sch.uk

Mobile number: 07784 909279 (this number is for use between 7.40am – 8.40am or 3.30pm – 6.00pm)

THIS POLICY IS STRICTLY ADHERED TO.

Updated: February 2020