



# Leaffield C.E. Primary School

## After School Club Terms & Conditions September 2023-2024



Honesty  
Hope  
Courage  
Responsibility  
Love  
Respect



*Let us not love with words or speech  
but with actions and in truth. 1 John 3:18*

After School Club provides a safe and secure solution for parents who require childcare between the hours of 3:15pm and 5:30pm. The club operates Monday to Thursday during term time only and has an earlier finish time of 4.30pm for our younger pupils in Murphy/Reception Class.

## **Staff**

All staff are employed by school and therefore are fully referenced, and DBS checked with training provided. The club has the full administrative backup of the School Office and Headteacher.

## **Admissions**

Places are limited to ensure the safety and enjoyment of the children and to have the correct ratio of staff. Please contact the school office to secure a place. Once confirmed you will have access to book your required sessions via Scopay. Sessions must be booked at least 7 days in advance.

## **Session Charges**

The fees for the After School Club are £9 per session and are payable upon booking on Scopay.

No refunds will be given if your child is absent from school and whilst you are welcome to collect your child earlier than the finishing time this will not impact on the fees charged. If your child attends an on site activity club after school and you still require ASC, both clubs will be charged.

A late collection charge of £2.50 per 15 minutes, or part thereof, will be charged for any child collected after the end of the session time.

## **Refreshments**

Drinks and a snack are included in the session price.

## **Session Security**

All children arrive at After School Club from 3.15pm where a daily register is taken. Parents/Carers should collect children by 5.30pm (Murphy Class pupils finish at 4.30pm). Please ensure that staff are aware if new adults are collecting your children. Collection is from the front door only where there is a doorbell to alert staff of your arrival.

## **Right to Update Terms & conditions**

Our terms and conditions, including fee structure, will be reviewed annually. We will give notice of any planned changes.

We are open to any suggestions that parents may have to improve this provision and feedback can be sent to:

[Office.3124@leafield.oxon.sch.uk](mailto:Office.3124@leafield.oxon.sch.uk)