



Highwood Primary School,
Fairwater Drive,
Woodley,
READING,
Berkshire.
RG5 3JE

Tel: 0118 926 5493
Absence text message number: 0786 000 5083

Email: admin@highwood.wokingham.sch.uk
www.highwood.wokingham.sch.uk

Head Teacher: Mr M Hickey BA(Ed), PE QTS

9th July 2018

**CHANGES TO THE TERMS AND CONDITIONS OF MEMBERSHIP
FOR THE BREAKFAST AND AFTER SCHOOL CLUB FROM
SEPTEMBER 2018**

Please see the attached changes to the terms and conditions for breakfast and after school club with effect from September 2018.

In particular payment is now required in advance for all bookings for breakfast and after school club. Sessions will not be confirmed unless payment is received in advance.

Please return the below to confirm receipt.

**I acknowledge receipt of the changes to the Terms and Conditions for
Breakfast Club and After School Club**

Name of child:.....

Class:.....

Signed.....



Raise money for the school by signing up to Easy fundraising.
<http://www.easyfundraising.org.uk/causes/highwoodprimaryschool>



TERMS AND CONDITIONS OF MEMBERSHIP

Breakfast club

1. The Breakfast Club will be open to children between the ages of 3 - 11 years, and every effort will be made to include all children providing that the needs of the group are not compromised.
2. A Breakfast Club session will cost **£3** per session per child per day which will include breakfast.
3. The Breakfast club is open from **7.45am** until the start of the school day. Children should not be dropped off early and must be signed in by a parent/carer.

After School club

1. The After School Club will be open to children between the ages of 3 - 11 years, and every effort will be made to include all children providing that the needs of the group are not compromised.
2. An After School club session will cost **£8.80** per session. The children will be provided with a drink and a light Tea.
3. The club is open from **3.10pm to 6pm**. Half sessions are available to **4.30pm** at a cost of **£5.50**, which includes a fruit snack. Priority will however be given to children wanting full sessions.

Payment

1. Termly booking sheets are issued at the end of each term. Payment is required in **advance** for the following month. i.e. Payment for September should be made by 31st August and payment for October should be made by 30th September etc. Bookings will be confirmed once the first month's payment has been made. Your child will not be able to attend the club until payment has been made.
2. No refunds can be given for cancellations for booked sessions for sickness or holidays unless at least a week's notice is given to admin@highwood.wokingham.sch.uk.
3. Ad hoc bookings may be accepted but must be paid for in advance prior to your child attending the club. If payment is not made we will contact you to pick your child up.
4. Children should not be picked up late. If children are not collected by 6.00pm a fine of **£10** will be incurred. A further £10.00 will be due for every 10 minutes that you are late in collecting your child. Non-payment of fees could result in losing your place at the club.
5. If children are not collected by 6.30pm without contact from you to explain the delay the local Children's and Families team will be contacted.
6. Children will not be allowed to leave the club unattended without previous agreement between the Supervisor and their parent/carers.
7. The Supervisor will keep all parents/carers informed of any behaviour issues that arise during the club as appropriate.
8. The school and staff will not accept any responsibility for any damage or loss of personal belongings. It is recommended that children do not bring valuable items to the club for this reason.
9. Payment can be made online, via SCOPAY which is the preferred method, in cash or by childcare vouchers.