



AFTER SCHOOL CLUB BOOKINGS AND ADMISSIONS POLICY SEPTEMBER 2015 (revised April 2016)

1. Introduction

In the After School Club all children will be valued and will be treated in the same way. All children, from Reception to Year 6, are entitled to join the after school club. There are 32 places in the club. The hours of operation are from the end of the school day until 5.45pm, the club closes at 6pm. The cost of each session is £14 per child.

This policy sets out: the way in which places will be allocated where demand exceeds the number of places available; the policy for booking and cancelling places; the policy for payments and the policy for collecting children from the after school club. The after school club follows the school behaviour, anti bullying and complaints policies.

2. Admissions

Where the number of applications for a place in the after school club exceeds the number of places available the places will be allocated in priority order:

1. To children already in the club – additional days and changes to days will only be made if a space is available.
2. To siblings of children already in the club.
3. Where there is an exceptional need for the child to attend the club. In this situation you should write to the after school club administrator. Exceptional need will be defined as a situation where the parents or child need additional support from the school which may be provided through the after school club eg. bereavement, illness within the family.
4. Remaining places will be allocated on a date of receipt basis and will be kept on the waiting list in this order
5. Where we are not able to offer you all the days that you have requested we will offer you as many days as are available. If you then choose not to accept the days available your child will remain on the waiting list in the same priority order and the place will be offered to the next child on the waiting list.

3. Regular Bookings

1. Regular bookings in the after school club must be made for the academic year. Please read the cancellation terms below carefully.
2. Parents will be sent an email in the summer term to inform them that they should rebook their place for the following academic year.
3. All bookings must be made with the after school club administrator who may be contacted via the school office, or by email (afterschoolclub@holytrinity.merton.sch.uk).
4. All bookings must be made using a booking form, which may be obtained from the after school club administrator.
5. You will be contacted by email or letter to offer available spaces.

6. If we are not able to offer you all the spaces that you require we will contact you to let you know which days we can offer you. You will need to respond within 3 working days otherwise the place will be offered to the next child on the waiting list.

4. Ad hoc bookings

1. If you wish to make an ad hoc booking please email the after school club administrator (afterschoolclub@holytrinity.merton.sch.uk) to check if there is a space on the day that you want to book.

5. Payments

The cost of the after school club is £14 per session per child.

1. All payments must be made in advance, no later than the first day your child normally attends the club. You can pay in advance for the week, month, half term or term.
2. Payments should be made online using vouchers or the Parentmail2 +Pay system. Cash or cheques will only be accepted by prior arrangement.
3. You must ensure that money is received by the after school club on time.
4. For cash and cheque payments (made by prior arrangement) a post box is provided outside the main office where parents can place money for the after school club.
 - a. Please place your payments in a named envelope – the after school club cannot take responsibility for any payment that arrives without an envelope and is subsequently lost.
 - b. Please do not hand cash or cheque payments to the after school club staff, breakfast club staff or your child's class teacher.
5. Voucher payments must also be made in advance. If you have recently set up your voucher account you may pay in arrears until such time as you are able to catch up by continuing to make regular payments through the school holidays.
6. All payments are per session. We are not able to offer hourly rates or part sessions in the after school club.

6. Overdue Payments

1. When a payment (including a payment due to a late collection) is two weeks in arrears a letter or email will be sent to you asking for payment within 48 hours. The after school club may suspend a place in the club after 48 hours has elapsed until the payment is made.
2. If payments are received in arrears on more than two occasions the after school club may withdraw your child's place in the after school club and will offer your place to a child on the waiting list. The period of notice given by the after school club will be 2 weeks.
3. If you are unable to meet your obligation to pay for your child's place in the club please discuss your situation with the after school club manager immediately.

7. Cancellations & Non attendance

1. Payment must be made in advance for all days booked, except with the prior written agreement of the after school club administrator. Failure to pay for a day which has been booked will be treated as an overdue payment, even if your child did not attend the club on that day.
2. Once your booking has been confirmed any cancellations must be paid for, except in exceptional circumstances (see below). Failure to pay for a session that is booked then later cancelled will be treated as an overdue payment.
3. You must inform the after school club administrator in writing, preferably by email (afterschoolclub@holytrinity.merton.sch.uk), if your child will be absent for any reason.
4. If your child will be absent at very short notice, you should call the school office directly.

5. Where you must cancel a session due to exceptional circumstances you will not be charged.
Exceptional circumstances are those where a child is unable to attend or the place is not needed for reasons beyond your control – for example bereavement. **Discretionary non-attendance** such as for play dates or leave is not considered exceptional. The after school club manager's decision on whether a circumstance is exceptional is final. You should contact the after school club administrator by email or letter regarding cancellations. You will receive email or written confirmation if it has been agreed that the cancellation is due to exceptional circumstances and you will not be charged. The money will be credited to your account. In an emergency you may telephone the school office to speak to the after school club administrator.
6. If your child no longer needs to use the after school club you must contact the after school club administrator by email or letter to give notice. The notice period is two weeks.
7. The after school club cannot guarantee a place at the beginning or end of the term, or the subsequent term, if you chose to cancel a place in the after school club because your child is attending an activity club which runs for less than the full term. We will try to accommodate your request as an ad hoc booking but priority will be given to children who attend for a full term. If the after school club is full you will be added to the waiting list.

8. Cancellation of Ad Hoc bookings

1. Once an ad hoc booking has been offered and accepted the cancellation policy will apply.

9. Collections

1. The after school club will run from the end of the school day until 5.45pm when children will be brought to the reception area with their coats and bags to await collection.
2. The after school club closes at 6pm. You are expected to have collected your child and left the school building by 6pm otherwise you will be deemed to have been late.
3. If someone other than a parent is collecting your child you must inform the afterschool club administrator by email giving a name and telephone number.
4. If you arrive after 5.45pm and your child has left something at school you will be asked to collect it the following day.

10. Late collections

1. By signing this agreement you agree to make sure that you are able to arrive on time to collect your child – no exceptions can be made.
2. Parents who are late to collect their child will be charged £8 for every 15 minutes or part thereof that they arrive past 6pm. We will write to you each time you are late, if you are late on more than 2 occasions in any academic year the after school club may withdraw your child's place in the club. The period of notice given by the after school club will be 2 weeks.

11. Behaviour

1. We expect the same levels of good behaviour from children in the after school club as we do in school.
2. Where the after school club staff have concerns about a child's behaviour this will be dealt with in the first instance by the after school club manager who will talk to your child. If your child's behaviour does not improve you will be contacted by the after school club manager to discuss the issue. In the last instance you will receive a letter about your child's behaviour and your child's place in the club may be withdrawn. The period of notice given by the after school club will be 2 weeks.
3. The after school club follows the school behaviour and anti bullying policies.

12. Complaints

1. The after school club follows the school complaints policy.