TRINITY CHURCH OF ENGLAND/METHODIST PRIMARY SCHOOL

SCHOOL'S OUT @ TRINITY TERMS AND CONDITIONS

Trinity CofE/Methodist Primary School manages this club in accordance with policies in place within the school, including Child Protection, Behaviour, Inclusion, Equality and Complaints. These are available on the School's website.

Payment

An invoice for the full academic year, or remainder of, will be issued to you stating the relevant fees and payment due dates. Please ensure all payments are made in line with these dates or your child's place may be withdrawn. Payments are spread throughout the year. We will recalculate an accurate year to date fee if your childs sessions are amended or cancelled during the academic year.

Payment options: Childcare vouchers, HMRC tax free childcare account, bank transfer, ParentPay. Please contact us to confirm your voucher scheme provider if you wish to pay this way. Bank details can be found on the invoice.

Changes / Cancellations

- If your child will not be attending an afternoon session, please inform us as soon as possible via the app form, 'Notification of PM session changes'.
- Refunds cannot be made for non-attendance due to absence, illness or school trips.
- There is a chargeable two-week written notice period for permanent cancellations. This period must fall in school working days i.e. does not include school holidays.

Key information

- Morning drop off is from 07:30. Breakfast is available until 08.15. Children must not be dropped off in the car park to enter alone.
- Collection is by 18:00. Late collections will be charged £7.50 for every 15 minutes or part thereof per child. The school reserves the right to contact Children's Social Care and/or the police if a child is not collected by 6.30pm without notification or parental / emergency contact made.
- No child can be collected by anyone under 16 years of age.
- Please complete the emergency contact and authorised collectors sheet provided.
- If your child attends an extra-curricular club in school they will be collected at the end of the club by Schools Out staff to attend their session.

Other information

- Please provide us with any additional information which may be significant in caring for your child, e.g., allergies, medical, SEN.
- In the event that you, or any emergency contact, are unable to be contacted you agree for School's Out to take any necessary action relating to your child receiving emergency medical treatment as deemed necessary by a medical professional.
- We reserve the right to withdraw a child's place at School's Out due to unacceptable behaviour.

Please sign and return this prior to commencement. A copy of these Terms and Conditions can be found on the school website.

I confirm that I accept the School's Out Terms and Conditions:

Child's Name……Child DOB……

Parent/Carer's Name ……

Signature of Parent/Carer…….. Date……..