



TERMS AND CONDITIONS

School's Out @ Trinity Out of School Club (School's Out) is a wraparound care service. 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.

Before your child can attend School's Out, these Terms and Conditions and an App/ paper registration form must be fully completed, signed, then submitted / returned.

Payment

An invoice for the full academic year, or remainder of, will be issued to you stating the relevant fees in full with a breakdown of payment options available (per half term or monthly). The invoice will stipulate the payment due dates. **Payments must be made in advance of the chargeable period and in accordance with the invoice.** Please ensure all payments are made per the invoice due dates or the place in School's Out may be terminated.

We accept various childcare vouchers and payments via the HMRC tax free childcare account. Please contact us to confirm your voucher scheme provider if you wish to pay this way. Payment can also be made directly via ParentPay or bank transfer. Please contact the school office if you require assistance logging into ParentPay. Bank details can be found on your invoice.

New Reception Pupils: Unfortunately, we are unable to issue you the ParentPay account login until your child has commenced school, so your first payment cannot be made via ParentPay, all other options are still available to use.

We reserve the right to pass any overdue debts to an external collection agency or through the necessary legal channels.

Changes / Cancellation

- If your child will not be attending an afternoon session but is on the register to attend, please inform both the school office and School's Out at your earliest convenience.
- Refunds cannot be made for non-attendance due to absence, illness or school trips.
- If you wish to cancel your child's session/s a two week written notice is required. This period must fall in school working weeks and does not include school holidays. Charges still apply during the notice period even if your child does not attend.

Timings Mornings:

- **Children must not be dropped off on the car park to enter alone.**
- Rec/KS1 children should be dropped off at The Trinity Centre at Brookwood Way from 7.30 am and brought onto the premises by the parent/carer to be signed in. The children are then escorted to their classroom in time for the start of school at 8.55 am.
- KS2 children should be dropped off at Unity Place from 7.30 am and must be brought onto the premises by the parent/carer and signed in. The children are then directed to their classrooms for the start of school at 8.40 am.

Afternoons:

- Rec/KS1 children are collected from their classrooms by School's Out staff. The children are then taken into the small hall where a register is taken before they move over to The Trinity Centre where they are signed into School's Out.
- KS2 children are collected from their classrooms by School's Out staff who sign them into School's Out and escort them to the School's Out room.

School based extra-curricular clubs

- If your child attends a school based extra-curricular club or activity, the leader of that club will have responsibility for your child during their attendance until they are signed into School's Out.
- Children will be collected from Extra Curricular Clubs by School's Out staff at Brookwood Way and directed to School's Out by the Extra Curricular Club Leader at Unity Place. They will be signed into School's Out on arrival.

Collection of children

- In the interests of safeguarding, School's Out **must** be informed if alternative arrangements have been made regarding the collection of your child directly from school or extra-curricular activity club.
- Parents/carers collecting children must arrive at Brookwood Way (Rec/KS1) or Unity Place (KS2) no later than 6.00pm and ensure your child is signed out on departure.
- No child can be collected by anyone under 16 years of age. You must inform us in writing or via email if anybody else, other than those listed on the registration form, will be collecting your child.

Please ensure you have completed and signed the 'Emergency Contacts' & 'Authorised Collectors' section of our Registration Form or completed the relevant App submission.

- If your child is not collected by 6.00pm you will be charged a £7.50 fee for every 15 minutes or part thereof. **This is charged 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.

Behaviour Expectations

- School's Out adopt the principles of the school's Behaviour Policy. Children are expected to show good behaviour to staff and other children. Any concerns staff have regarding a child's behaviour will be notified to the parent/carer.
- School's Out reserves the right to remove a child's place at School's Out due to unacceptable behaviour.

Important information

- Any additional information which may be significant in caring for your child, eg; allergies, medical or SEND must be provided. Failure to do so may put your child's place at risk.
- 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 any emergency medical treatment as deemed necessary by a medical professional.
- School's Out does not accept responsibility for valuables.

Please retain the above for future reference.

I confirm that I have read, understood and accept School's Out Terms and Conditions:

Child's Name & Current Year Group.....

Parent/Carer's Name

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