



Our Lady's R.C. Primary School



BEFORE and AFTERSCHOOL CREATIVE CLUB

TERMS AND CONDITIONS

The Before and Afterschool Creative Club (BASCC) hours are from 7:30am until 8:55am and 3:35pm until 5:30pm during school term time. Please note the club will not run on Inset Days or other school closure days.

Fees are charged to provide for the staffing costs, food provisions and general running costs incurred in running the BASCC. The facility is managed by the Governing Body who will ensure that financial transactions are in accordance with required financial regulations.

All staff employed by the school have a current Enhanced DBS check.

The emergency contacts named on the school's student database system will be used for this service.

All parents/carers must adhere to the BASCC rules.

Fees:

- Fees are always to be paid for in advance.
- Refunds will not be made if your child does not attend on the days you have booked.
- Requests/Bookings can be made on ParentPay in order for us to manage attendance places are restricted and only those parents who have paid a deposit will be able to access the payment item and bookings on ParentPay. Booking requests are payable immediately upon booking, unpaid bookings will be cancelled and your child will not be able to attend the session. Persistent non-payment for bookings will result in the school cancelling your child's place and allocating this place to a child on the waiting list.
- If the school closes the BASCC due to unforeseen circumstances Parent/Carers will not be charged for these sessions.
- Fees will not be charged if a pupil is unable to attend the BASCC because the pupil is on a residential trip provided by the school.
- There are late fees for those children who are collected late from the after school club. The fee for this will be £5 for every 15 minutes you are late for collection, starting from 5:30pm.
- Credits for the weekly discount for after school bookings will be processed the following school week and added to accounts that are in good standing.
- Fees will be reviewed annually and parents will be notified in writing of any changes. In the case of a request for an extended period of leave, at the discretion of the Governing Body a retaining fee may be charged to keep the child's place open



Holly Road, Aspull, Wigan, WN2 1RU
Headteacher: Mr C Horridge
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Giving Notice

Should the place no longer be required, the school should be notified in writing giving **4 full school weeks' notice**. Once Our Lady's R.C. Primary School receives your four weeks' notice, a final payment schedule will be drawn up, detailing any fees due.

Wherever possible medication should not be sent to school. In certain circumstances, and at the discretion of the Headteacher, only preventative medication prescribed for your child such as antibiotics will be administered and a consent form must be completed by the parent/carer. As children should not carry medicine it is the parent/carer's responsibility to get the medication to and from school.

Booking a place:

Ad hoc Sessions – these must be booked on ParentPay at least 24 hours in advance. Payment must be made at the time of booking. The Parent/Carer will be notified whether a place is available as soon as possible after receiving the request for a place.

Regular sessions – On receipt of an application form the Parent/Carer will be advised if a space is available

I have read, understood and agreed to comply with the Terms and Conditions of the OUR LADY'S R.C. PRIMARY SCHOOL BEFORE AND AFTERSCHOOL CARE CLUB.

Name of child/children: _____

Parent/Carer Signature: _____

Name in full: _____

Relationship to the child: _____

Date: _____

Please return this copy.

Mr C R Horridge

Headteacher



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