

**Headteacher:** Mrs M. Jackson  
**Deputy Headteacher:** Mrs M. Grealis



**Sacred Heart Catholic Primary School**  
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## **Sacred Heart Catholic Primary School**

### **School Extra Care (After School Club) Terms & Conditions Term time only**

- Sessions cost £7 up until 5:30pm and £8 upto 6pm per child and are payable fortnightly in advance via ParentPay.
- School reserves the right to terminate the contract if any fees are outstanding for five days or more.
- If your child/children have been collected late (after 6:00pm), school will apply late fees of £6.00 per minute, per child.
- If your child/children are collected late, on three occasions during an academic year, their place will be reviewed by the school.
- The Governing Body reserves the right to amend the fees and terms and conditions, where appropriate. The decision of school remains final at all times. Not less than one month's notice of any change in fees and conditions will be given.
- Should your child/children not attend After School Club due to sickness, family holidays in term time or any other reason, your normal fees must be paid at the agreed time and there will be no refund for fees already paid.
- This contract may be terminated with at least one month's notice from either you or After School Club.
- Should your child/children become sick or have an accident whilst attending After School Club, Staff will follow the school's normal emergency procedures (for example, calling 999). Pupils with Individual Health Care Plans (IHCPs) will have an IHCP which clearly sets out what constitutes an emergency and will explain what to do. If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.
- In an extreme case a member of staff will take the child to hospital (only if a CARS 10 form is in place with all relevant documentation, appendix b).



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Care, Courtesy & Commitment



- It is your responsibility to inform the school of any changes to the data collection system e.g. new telephone number, newly diagnosed medical information.
- Your consent is required for photographs and will be taken from the general permissions provided by you on the school Permission Request form.
- Your child/children will only be released into the care of those whom you have named as having permission on the school data collection system.
- If any other person is collecting your child/ren After School Club must be informed prior to collection. We reserve the right to ask for proof of identity and the given password.
- Any valuables sent into After School Club with your child/children are at your own risk. All school uniform rules apply to After School Club.
- After School Club accepts no liability for loss of, or damage to, any property.

I have read and fully understand the terms and conditions stated above. All information that I have given is correct to the best of my knowledge.

Signed.....

Name of Parent/Carer.....

Child/Children's names.....

Date.....