

# Hobbs Hill Wood Primary School

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'Inspiring confident and independent learners'

Headteacher: Mr. R. D. Haynes B Ed

## Breakfast and Treetops After School Clubs

Club	Fees
Breakfast club 7.45-8.45am	£5.00 per session
After School Club 3.15-6pm	£13.50 per session up to 6pm for Hobbs Hill Wood Primary School pupils

### Terms and Conditions

The smooth running of the Breakfast and Treetops After School Clubs relies upon parents/carers agreeing to the terms set out below:

1. Bookings can be via Arbor for the half term in advance. The booking system will go live at least five working days before the start of term. By making a booking you are agreeing to these Terms and Conditions.
2. The fees can be paid for at the time of booking via Arbor; monthly and half termly payments are acceptable. All fees must be paid within 7 days of the child attending the club. Cash and cheques will not be accepted.
3. Absences will not be refunded. Non-attendance at a booked session without a valid reason will result in a charge equivalent to the cost of the session. This includes those who have booked using a voucher.
4. Parents wishing to pay by childcare vouchers, or the Tax Free Childcare Scheme, must inform the office of their scheme, the amount to be paid and the dates of payment. In the case of the Tax Free Childcare Scheme parents should also inform us of their Unique Reference Number (URN). The provider must send a remittance advice to the school's admin email address once payment has been made: [admin@hobbshillwood.herts.sch.uk](mailto:admin@hobbshillwood.herts.sch.uk)
5. Once the maximum number of places has been booked, no further bookings will be available.
6. Parents may book sessions up to 9am on the day before the club using Arbor.
7. The school's behaviour policy will apply at the Breakfast Club and Treetops After School Club. Ongoing disruptive behaviour may result in the immediate termination of a place at the club.
8. It is the responsibility of parents/ carers to ensure their child is collected on time. Due to serving of meals, collection is not possible between 4.40-5.10pm. If a child is collected after 6pm, when the club closes, a late collection fee of £30 per hour or part of will be charged. No further bookings can be made until the late collection charge is paid. The Headteacher will be notified. Pupils cannot be collected before 4 pm.
9. If your child is unable to attend a booked session through illness or alternative arrangement, it is essential you let the office know during the school day. No refund will be given.
10. Refunds for absence due to exceptional circumstances will be at the discretion of the Headteacher.
11. The clubs will not operate on Hobbs Hill Wood Primary School INSET days, as shown on the school's website calendar.
12. In the event of enforced school closure due to circumstances beyond our control, refunds will not be made.
13. Parents/ carers are required to inform the school office of any changes to: the authorised adults allowed to collect their child/ren; emergency contact details; dietary needs; educational needs; and medical needs.

I agree to abide by the terms and conditions set out above:

<b>Signed:</b>	<b>Date:</b>
<b>Name of parent/ carer:</b>	<b>Name of child:</b>