



# Park Road Academy Primary School

## Into the Wild Terms & Conditions, Payment & Remissions Information



## **Into the Wild Club Policy and Terms and Conditions**

### **1. General Information**

#### **Operating Days and Hours:**

- The "Into the Wild Club" operates from Monday to Thursday, 3:15 PM to 6:00 PM, at Park Road Academy Primary School.

The active part of the session runs until 5pm, after which children may be collected. From this time they will join the Calm and Well-being Hour until collection.

#### **Eligibility:**

- The club is open to students of Park Road Academy Primary School from Year 1 to Year 6.
- Maximum number of participants: 22 pupils.

#### **Registration:**

- Registration forms must be completed in June of the previous academic year. Places are allocated on a first-come, first-served basis.

#### **Joining and Leaving:**

- Due to the skills learned during the Into the Wild course, children cannot join partway through or leave and re-join the club within the same term.

### **2. Health and Safety**

#### **Emergency Procedures:**

- In the event of an emergency, parents/guardians will be contacted immediately. It is essential that contact details are kept up-to-date.

#### **Medical Information:**

- We will use all information already held by the school for medical and dietary requirements. Parents/guardians must ensure this information is current and comprehensive.

#### **Risk Assessments:**

- The Into the Wild Lead will conduct risk assessments ahead of all planned activities.

#### **Permissions:**

- Permissions will be sought from parents for children to take part in specific activities in advance.

#### **Allergies and Dietary Restrictions:**

- Please inform the club of any allergies or dietary restrictions. Snacks provided will be nut-free, and all reasonable accommodations will be made for other dietary needs.

### **3. Behavioural Expectations**

#### **Code of Conduct:**

- Children are expected to behave respectfully towards staff, peers, and the environment. Please review the school's Behaviour Policy and Statement of Behaviour Principles.



#### 4. Charging and Remissions

**Fee Structure:**

- The cost per session is £13 per child.

**Payment Methods:**

- Payments can be made via Arbor (bank transfer), Tax-Free Childcare, and Childcare vouchers.

**Remission Policy:**

- In cases of financial hardship, the school may consider remissions or reduced charges for optional extras on a case-by-case basis. Parents/Carers are encouraged to communicate with the Headteacher to discuss their circumstances and explore available options.

#### 5. Payment Policy

**Due Dates:**

- Payments for the term must be made in advance, no later than the 15th of the month.

**Late Payments:**

- A late charge of £10 will be invoiced to any payments not received by the due date. Continued late payments may result in the loss of the child's place in the club.

**Refund Policy:**

- Charges stand even if a child misses sessions due to unplanned closures, illness, or family holidays. A month's notice is essential for Into the Wild session changes. There are charges for refunds; contact [nurseryandclubadmin@parkroadacademy.co.uk](mailto:nurseryandclubadmin@parkroadacademy.co.uk) for charge information.

**Late Collection:**

- If a child is collected after 6 PM, we will follow the school's uncollected child procedure. A charge of £10 per allotted 15 minutes will be invoiced via Arbor.

**Additional Information:**

Into the Wild, will not be operational on the final day of the term before the Christmas break and the concluding day of the academic year.

For any questions or further details, please contact Mrs. Breen via [nurseryandclubadmin@parkroadacademy.co.uk](mailto:nurseryandclubadmin@parkroadacademy.co.uk).

By registering your child for the "Into the Wild Club," you agree to these terms and conditions. Thank you for your cooperation and support.

Updated            August 2025  
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