



Park Road Academy Primary School

The Club – Terms & Conditions

These terms and conditions cover the operation of Park Road Academy Breakfast Club, After School Club, and Holiday Club.

They do not supersede the statutory rights of parents/carers. All parents/carers are expected to read and understand these terms, which form a legally binding agreement between the parent/carer and the school.

1. Admissions

(Refer to *The Club Admissions and Fees Policy*)

2. Modifications to Booked Sessions / Cancellations

- One calendar month's **written notice** is required to cancel a child's place or reduce sessions. Failure to give adequate notice will result in full charges being applied.
- Additional sessions may be booked subject to availability and require **five working days' notice**.
- Changes to agreements will incur a **£10 administration fee**.

3. Payment of Fees

(See *The Club Admissions and Fees Policy*)

- Fees are invoiced monthly in advance and paid via the Arbor online payment system.
- Childcare vouchers and Tax-Free Childcare payments are accepted.
- Fees will not be reimbursed for missed days due to sickness or any other reason.

4. Agreements

By making the first monthly payment of fees for the academic year in which a child is enrolled, parents/carers confirm their acceptance of these terms and conditions, creating a legally binding contract with Park Road Academy Primary School.



5. Fee Increases

The school reserves the right to review and adjust fees annually.

6. Operating Hours

- **Breakfast Club:** 7.45 am – 8.30 am
- **After School Club:** 3.15 pm – 6.00 pm (Nursery children: 3.30 pm – 6.00 pm)
- The After School Club will not operate on the final day of the Christmas term or the last day of the academic year.

Holiday Club

- Hours: 7.45 am – 5.30 pm
- Closed: public holidays, one week at Christmas, one week at Easter, and the last two weeks of August.
- Detailed dates are published on the school website and communicated in advance.
- Unplanned closures (e.g. due to adverse weather) cannot be refunded. The Club will only close in exceptional cases where children's or staff wellbeing is at risk.

Holiday Club Lunches

- All lunches must be pre-booked before the advertised closing date.
 - Any lunches charged retrospectively will be billed at the **ad-hoc lunch rate**.
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7. Accidents and Illness

(Refer to *Administering Medicines Policy* and *Infection Control Information* on the school website)

- Parents/carers must inform the Club by **7.45 am** if a child will be absent (Club mobile: 07900 546 417).
- Children with symptoms such as rash, sore throat, discharge, vomiting, diarrhoea, or similar should not attend until cleared by a doctor.
- First aid will be administered when necessary, with all accidents recorded and shared with parents.
- Medicines may only be administered when a parental consent form is completed, and medication is prescribed, labelled, and authorised by a doctor.



8. Allergies, Medical Conditions, Asthma

(Refer to *Asthma and Allergies Policy*)

- Parents/carers must provide full written details of any medical condition, allergy, or disability.
- Immediate notification is required for changes to medical needs.
- The Club maintains a nut-free environment; parents must not send nut-containing foods or use nut oil-based products.

9. Holidays

Holidays taken during contracted sessions will be charged in full.

10. Contact Details

Any changes to parent/carer contact information must be promptly communicated in writing.

11. Child Collection

(Refer to *Safeguarding Children Policy* and *Uncollected Children Policy*)

- Parents/carers must sign children in/out via the school system.
- Collection is permitted by individuals aged 16+ only.
- Non-appointed collectors must provide photo ID and the agreed password.
- Nursery parents must provide photographs of authorised collectors at registration.

12. Behaviour and Conduct

(Refer to *Behaviour Management Policy* and *Suspensions and Exclusions Policy*)

- Staff will maintain professionalism at all times.
- Abusive or threatening behaviour will not be tolerated.
- Support will be offered to manage disruptive behaviour, but places may be withdrawn if safety is compromised.



13. Child Safeguarding

(Refer to *Safeguarding Children Policy*)

The Club is legally required to report potential child abuse or neglect and may do so without notifying parents/carers.

14. Liability and Insurance

- The Club holds all legally required insurance.
 - Parents/carers are responsible for damage or injury caused by their child to others or to property.
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15. Personal Belongings and Uniform

- Children should not bring valuables; The Club is not responsible for loss, theft, or damage.
 - All items must be clearly labelled.
 - Jewellery is discouraged.
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16. Photography

- Photos may be taken to document experiences and shared with parents.
 - They may also be used for promotional purposes, the school website, or the school's Twitter feed.
 - Parents/carers may opt out via the permissions form at application.
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17. Changes to Terms & Conditions

These terms may be updated at any time during the year.

18. Termination

The Club reserves the right to terminate a child's place if:

- Fees remain unpaid.



- Parents breach terms and fail to remedy within a reasonable period.
- A child's behaviour endangers others.
- The Club closes permanently (ample notice will be given).

Parents/carers may terminate this contract if:

- The Club breaches its commitments and fails to correct them within a reasonable time.
- The Club becomes insolvent.

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