



Into the Wild

Terms and Conditions



1. General Information

Operating Days and Hours

- The Into the Wild Club operates Monday to Thursday from 3:15 pm to 6:00 pm at Park Road Academy Primary School.
- The structured activity session runs until 5:00 pm. Children may be collected from this time onwards. From 5:00 pm until collection, children will participate in a Calm and Well-being Hour. ***Unless their session is due to end at 5 pm.***

Eligibility

- The club is open to pupils in Years 1 to 6 attending Park Road Academy Primary School.

Registration

- Registration forms must be completed during June for the following academic year.
- Places are allocated on a first-come, first-served basis.

Joining and Leaving the Club

- Due to the progressive nature of the skills and experiences provided through the Into the Wild programme, children may not join part-way through a term or leave and subsequently rejoin during the same term.

2. Health and Safety

Emergency Procedures

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

Medical Information

- The club will use the medical and dietary information held by the school. Parents/carers are responsible for ensuring this information remains accurate and up to date.



Risk Assessments

- The Into the Wild Lead will complete appropriate risk assessments prior to all planned activities.

Permissions

- Where required, parental consent will be sought in advance for specific activities.

Allergies and Dietary Requirements

- Parents/carers must inform the club of any allergies or dietary requirements. Snacks provided will be nut-free, and reasonable adjustments will be made to accommodate individual needs wherever possible.

3. Behaviour Expectations

Code of Conduct

- Children are expected to behave respectfully towards staff, their peers, and the environment at all times.
- Parents and children should familiarise themselves with the school's Behaviour Policy and Statement of Behaviour Principles.

4. Charging and Remissions

Fee Structure

- The cost of attendance is £13.75 per session, per child.

Payment Methods

- Payments can be made through Arbor, Tax-Free Childcare, or approved Childcare Voucher schemes.

Remissions

- Where families experience financial hardship, the school may consider reduced charges or remissions on a case-by-case basis.
- Parents/carers are encouraged to contact the Headteacher in confidence to discuss their circumstances and any support that may be available.



5. Payment Policy

Payment Deadlines

- Fees must be paid in advance and no later than the 15th day of each month.

Late Payments

- A £10 administration fee will be charged for payments received after the due date.
- Persistent late payment may result in the withdrawal of the child's place at the club.

Refunds and Changes

- Fees remain payable if a child is absent due to illness, family holidays, or other personal circumstances.
- An administration charge may apply to refunds. Please contact nurseryandclubadmin@parkroadacademy.co.uk for further information.

Notice Period for Changes to Booked Sessions:

A minimum of **half a term's written notice** is required for any reduction, cancellation, or change to booked sessions. Charges will remain payable until the end of the relevant half-term period.

For example:

- If notice is given in **August**, fees will remain payable until the **October half-term break (23 October)**.
- If notice is given during **Autumn Term 1**, fees will remain payable until the end of **Autumn Term 2 (18 December)**.

Parents/Carers should submit all notice requests in writing to nurseryandclubadmin@parkroadacademy.co.uk.

Late Collection

- If a child is collected after the end of their booked session, the school's Uncollected Child Policy will be followed.
- A late collection charge of £10 per 15-minute period (or part thereof) will be charged and invoiced through Arbor.



Additional Information

- Into the Wild Club will not operate on the final day of the Autumn Term before the Christmas holidays or on the final day of the academic year.

For further information, please contact Mrs Breen at nurseryandclubadmin@parkroadacademy.co.uk.

By registering your child for Into the Wild Club, you confirm that you have read, understood, and agree to abide by these Terms and Conditions.

Updated: August 2026

Ratified: August 2026

Review Date: August 2027