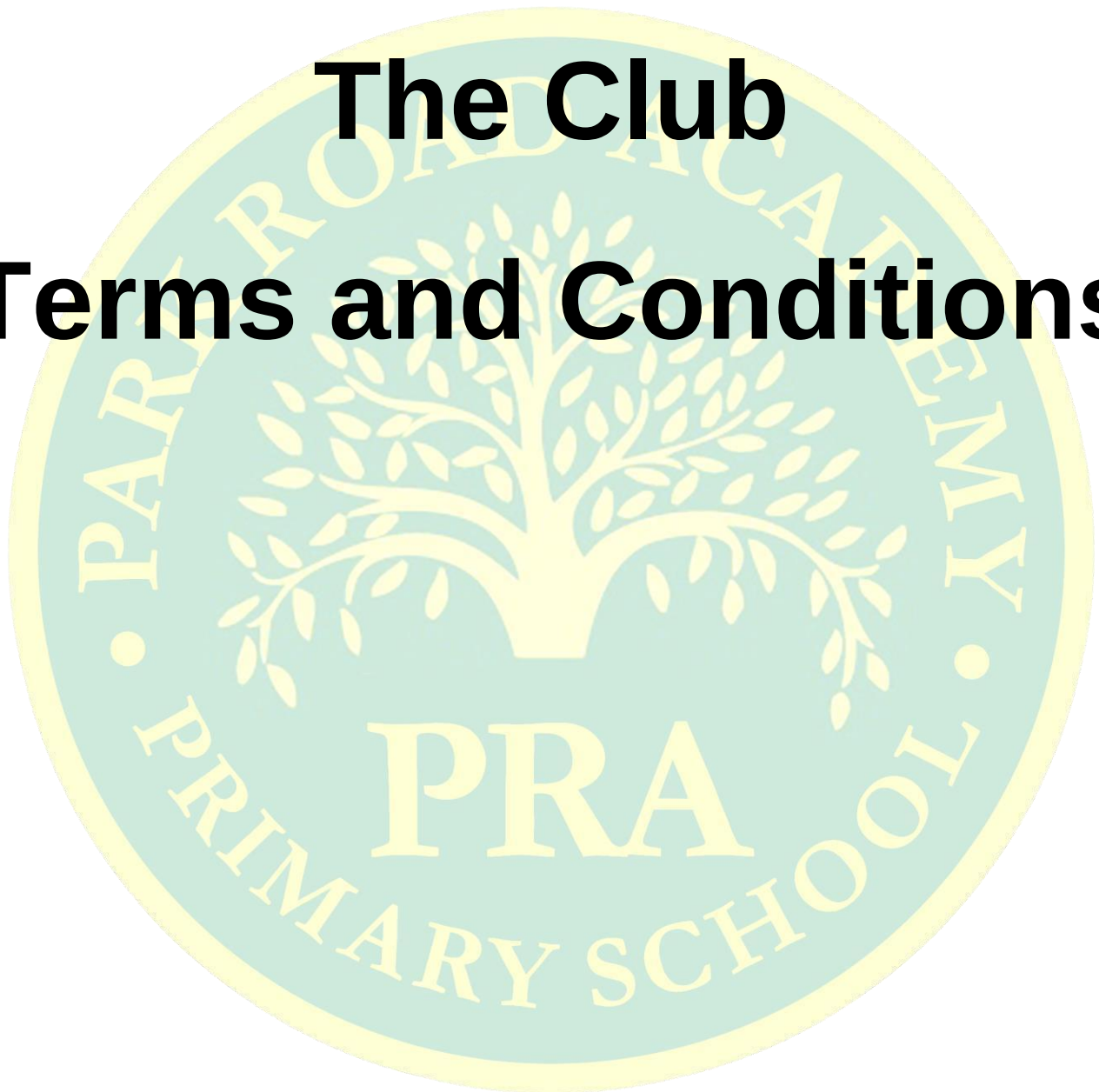




The Club

Terms and Conditions





These Terms and Conditions apply to Park Road Academy Primary School's Breakfast Club, After School Club and Holiday Club provision.

They do not affect the statutory rights of Parents/Carers. All Parents/Carers are expected to read and understand these Terms and Conditions, which form a legally binding agreement between the Parent/Carer and the School.

1. Admissions

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

Admissions are subject to the availability of places and the procedures outlined in The Clubs Admissions and Fees Policy.

2. Changes to Booked Sessions and Cancellations

- A minimum of half a term's written notice is required to cancel a child's place or reduce the number of booked sessions. Charges will remain payable until the end of the relevant half-term period.
- Failure to provide the required notice period will result in fees remaining payable.
- For example:
 - If notice is provided during August, fees will remain payable until the October Half-Term break.
 - If notice is provided during Autumn Term 1, fees will remain payable until the end of Autumn Term 2.
- Additional sessions may be booked, subject to availability, and require a minimum of five working days' notice.
- Changes to existing agreements will incur a £10 administration fee.

3. Payment of Fees

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

- Fees are invoiced monthly in advance and are payable through the Arbor online payment system.
- Childcare Vouchers and Tax-Free Childcare payments are accepted.



- Fees will not be refunded for missed sessions due to illness, holidays or any other absence.
- Late payment charges will be applied in accordance with the school's Admissions and Fees Policy.

Refunds:

An administration charge may apply to refunds. Please contact nurseryandclubadmin@parkroadacademy.co.uk for further information.

To minimise administration costs, Parents/Carers should ensure that payments are made for the correct amount only. Refunds resulting from overpayments or incorrect payments may be subject to administration charges. Refunds of overpayments made through Tax-Free Childcare will incur a £25 administration fee. Refunds of overpayments or incorrect payments made via Arbor will incur a £5 transaction charge.

Fee Review

The School and Governing Board reserve the right to review and amend Club fees, charges and administration costs at any time where necessary to ensure the continued sustainability and effective operation of the provision. Parents/Carers will be given reasonable notice of any changes to fees or charges before they take effect.

4. Agreement

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

5. Fee Increases

The school reserves the right to review and amend fees.



6. Operating Hours

Breakfast Club

- 7.45 a.m. to 8.30 a.m.

After School Club

- 3.15 p.m. to 6.00 p.m.
- Nursery children: 3.30 p.m. to 6.00 p.m.

Please note that the After School Club will **not operate on the final school day before the Christmas holiday period or on the final day of the academic year**. Parents/Carers should make alternative childcare arrangements for these dates.

Holiday Club

- 7.45 a.m. to 5.30 p.m.
- Closed on Public Holidays.
- Closed for one week during the Christmas holidays.
- Closed for one week during the Easter holidays.
- Closed during the final two weeks of August.

Holiday Club dates will be published on the school website and shared with Parents/Carers in advance.

In the event of an unplanned closure, including severe weather conditions, refunds will not be issued. The Club will only close in exceptional circumstances where the safety and wellbeing of children and staff may be compromised.

Holiday Club Lunches

- All lunches must be pre-booked by the published booking deadline.
- Lunches requested after the deadline will be charged at the applicable **ad hoc lunch rate**.

7. Accidents and Illness

(Refer to the school's **Administering Medicines Policy** and **Infection Control Information**)



- Parents/Carers must inform the Club by **7.45 a.m.** if their child will be absent. The Club mobile number is **07900 546 417**.
- Children displaying symptoms of infectious illness, including vomiting, diarrhoea, unexplained rashes, sore throats, discharge or fever, should not attend until they are medically fit to return and any recommended exclusion period has been completed.
- First aid will be administered where necessary. All accidents will be recorded and shared with Parents/Carers.
- Medication will only be administered where appropriate consent forms have been completed and the medication is prescribed, clearly labelled and authorised by a medical professional.

8. Allergies, Medical Conditions and Asthma

(Refer to the school's **Asthma and Allergies Policy**)

- Parents/Carers must provide full details of any medical condition, allergy, disability or additional need.
- Any changes to medical information must be communicated immediately.
- The Club operates as a **nut-free environment**. Parents/Carers must not send any food containing nuts or use products containing nut oils.

9. Holidays

Contracted Club sessions remain chargeable during periods when a child is absent due to family holidays.

10. Contact Details

Parents/Carers must notify the School promptly, in writing, of any changes to contact information, emergency contacts or collection arrangements.

11. Child Collection

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

- Children must be signed in and out using the school's designated system.



- Children will only be released to individuals aged 16 years or over.
- Anyone not named as an authorised collector must provide photographic identification and the agreed collection password.
- Nursery Parents/Carers must provide photographs of authorised collectors as part of the registration process.

12. Behaviour and Conduct

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

- Staff will maintain professional standards at all times.
- Abusive, threatening or aggressive behaviour towards staff or other families will not be tolerated.
- Where a child experiences behavioural difficulties, the School will work in partnership with Parents/Carers to provide appropriate support.
- The School reserves the right to withdraw a child's place where behaviour presents a significant risk to the safety or wellbeing of others.

13. Child Safeguarding

(Refer to the **Safeguarding Children Policy**)

The Club has a legal duty to safeguard and promote the welfare of children. Where concerns arise regarding a child's welfare, the School may be required to share information with appropriate agencies without prior notification to Parents/Carers.

14. Liability and Insurance

- The Club maintains all required insurance cover.
- Parents/Carers may be held responsible for costs arising from deliberate damage to School property caused by their child.

15. Personal Belongings and Uniform

- Children should not bring valuables to the Club.
- The School accepts no responsibility for the loss, theft or damage of personal belongings.



- All belongings should be clearly labelled.
- Jewellery should be kept to a minimum and brought at the owner's risk.

16. Photography

- Photographs may be taken to record children's participation and experiences.
- Images may be used for educational records, displays, promotional materials, the school website and official school social media channels.
- Parents/Carers may withdraw consent by updating their photography permissions with the School.

17. Changes to Terms and Conditions

The School reserves the right to amend these Terms and Conditions at any time. Parents/Carers will be notified of any significant changes.

18. Termination

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

- Fees remain unpaid.
- Parents/Carers breach these Terms and Conditions and fail to remedy the breach within a reasonable period.
- A child's behaviour places the safety or wellbeing of others at risk.
- The Club permanently ceases operation, in which case reasonable notice will be provided.

Parents/Carers may terminate this agreement where:

- The Club has failed to meet its obligations and has not remedied the matter within a reasonable period.
- The Club becomes insolvent or is unable to continue providing the service.

Reviewed by: Mrs S. Breen

Date Reviewed: August 2026

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