



THORPE HESLEY PRIMARY SCHOOL
"Woodlies" After School Club

TERMS & CONDITIONS

- The Club will be open Term time and have 50 places available for children throughout all school.
- The Sessions will run from 3.15 to 5.45pm. Monday to Friday in the Junior Building's Outside Classroom. We also offer sessions 3.15 to 4.30pm
- Access will be through the Junior Playground (outside classroom). All children must be collected from the outside classroom by a parent/guardian listed on the Club's safeguarding sheet. No parents to enter the Woodlies building (for safeguarding reasons)
- No vehicles to come down the school drive, or enter the staff car parks (for health & safety reasons)
- The After School Club contact person is Mrs Suzanne Durham during the day. If you need to contact Woodlies after school office hours i.e. If pick up has changed ring 07565 752200
- The children will be taken to the After School Club by members of staff from both the Infant & Junior buildings at the end of the school day.
- Children will be offered as standard:-A warm snack which will be changed each day (e.g. Beans on Toast, Cheese on Toast, Pizza), juice, fresh fruit, yoghurt, jelly and other healthy food items will be offered from time to time. A smaller snack is offered to those staying till 4.30pm.
- The cost of the session will be £12.00 per child per day. It is £6.50 per day for sessions till 4.30pm.
- Please send spare clothes if there is a chance of your child having toilet accidents.
- Please return any borrowed clothes directly to Woodlies
- Parents/Carers will book the required sessions on Arbor (select Clubs then Woodlies). Bookings must be made with at least 24hrs notice. (Once all places have been taken the option to book a session will stop)
- Payment will be required **in full** when the bookings have been made. Your account can be topped up at any time if you want to be in credit. (Please speak to Mrs Durham if you have a problem)
- All payments are to be made either on **Arbor**, or via **childcare vouchers**.
- Refunds cannot be given if your child doesn't attend for any reason, unless school has had to cancel due to bad weather or closure.
- A Registration form must be completed giving us details of medical information, particularly food allergies, emergency contact phone numbers and the people who can collect your child from After School Club.
- Behaviour expectations are the same as within school. Any child whose behaviour is unacceptable will lose the right to attend the Club.
- If you have an emergency and require a place at Woodlies please phone 0114 2570153 and ask for Mrs Durham to check if we have any After School Club places available.
- If you have any queries regarding After School Club please see Mrs Durham or contact her on 0114 2570153.

When booking sessions for your child, you are agreeing to all the terms & conditions as listed above.