

## Terms and Conditions Before and After School Clubs

In order that we can provide a safe and well organised club there are a few important points that **MUST** be adhered to:

- At the end of the prior term you must inform the school of the sessions your child will be attending for the following term by completing a booking form (download from the website or collect from the school office).
- The only exception to this is an emergency booking whereby you **MUST** phone the school at your earliest convenience. Please note: We cannot guarantee the after school facility until 5:30pm for emergency bookings.
- If you wish to cancel a pre-booked session, please notify the school by letter or email ([admin@norton.gloucs.sch.uk](mailto:admin@norton.gloucs.sch.uk)) 24 hours' before.
- A late fee of £5.25 will be charged from either 5pm or 5:30pm for each 15 minutes thereafter. ***If you are late on 3 occasions within a school year, the after school club will no longer be available for your child/ren for the remainder of that year.***
- Children attending a school run club will be taken to the After School Club when their club finishes. The whole session cost still applies.
- Registration of children will be similar to that of the school register - if your child is unable to attend, we must know as soon as possible as safety is of utmost importance.
- Your child will be signed in for the before school club.
- Please sign your child out of the after school club.
- The school behaviour expectations and the school policy still apply.

### Age

- 2yrs 9 months – 11 years old children who are attending Norton Primary School or Norton Little learners.

### Hours

- Before School - 8:00am until 8:45am, Monday to Friday (no breakfast is currently available)
- After School - 3:15pm until 5:30pm, Monday and Thursday (Please provide a snack)  
3:15pm – 5pm, Tuesday and Wednesday (Please provide a snack)

### Charges

- Before School Club -- £1.36 per child per session
- After School Club until 5pm -- £4.16 per child per session
- After School Club until 5:30pm -- £5.15 per child per session
- Late Fee -- £5.25 per 15 minutes

### Invoice

- Payment is required on receipt of an invoice.
- Invoices will be sent monthly.

We pride ourselves on offering extended services whilst striving to keep our prices low, as this remains a non-profit making service. The charges will be reviewed again October 2021.