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) 24 hours' before.
- A late fee of £5 will be charged from either 5pm or 5:30pm (depending on what you have booked) 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.
- Please sign your child in school 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 until 5pm, Tuesday and Wednesday (Please provide a snack)

Charges

- Before School Club -- 85p per school child / £1.25 per Little Learner child per session
- After School Club until 5pm -- £4.08 per child per session
- After School Club until 5:30pm -- £5.05 per child per session
- Late Fee -- £5 per 15 minutes

Invoice

- Payment is required on receipt of an invoice. Invoices will be sent out at the end of each month.

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 January 2021.