

After School Provision Terms and Conditions

OfSTED Registration

- The Childcare provided by West Wimbledon Primary School will be inspected as part of the whole school inspection.

Registration

- A Registration Form must be completed in full before a child can be accepted at After School provision. These can be obtained from the school office or they can be downloaded from the school website.
- No child can be accepted without the Registration Form being completed in full.
- Any changes to the information contained on the Registration Form must be notified in writing as soon as possible to the After School Provision Manager or to the school office.

Bookings

- All sessions must be booked and paid in advance. We have an electronic payment system in operation via Parentmail.
- Places will be offered in the following manner:
 1. Places will be offered to up to 45 children on any one day.
 - **Regular sessions** must be booked, whenever possible, at the beginning of each term / half term to enable the school to comply with legal staffing levels.
 - **Additional sessions** booked must be paid for in advance. For After School provision, booking must be made by 10.00 on the previous Friday that the session is required.
- All late bookings are subject to availability as we must ensure that we have sufficient staff on site.
- No parent/carer should consider a booking as being accepted until payment has been received and the booking has been confirmed.
- Children who arrive at the After School provision to attend additional sessions without the parent/carer first booking and paying will be sent to the school office whilst their parent is called to come and collect them.

Cancellation and Changes to Booked Sessions

- Cancellations and / or changes of bookings must be made in writing at the school office.
- Sessions which have been booked and paid for cannot be refunded unless:
 - a) The School closes the After School provision, due to unforeseen circumstances
 - b) The parent/carer gives the school office notice of cancellation of session before 12 o'clock on the day before the session for after school care.
 - c) Sessions can only be transferred if the school office receives 24 hours' notice of the required change of date and there is availability for the requested session.
- One full week's notice is required if you wish to withdraw your child/children from After School provision.

Payments

- All regular sessions must be paid in advance, at the beginning of each week.
- Additional sessions must be paid before the session starts.

Arrears

- Failure to settle all fees and/or penalties when due may result in West Wimbledon Primary School taking action (including legal action) to recover all outstanding debts. It will also result in a child's place being lost, and that place offered to the next child on the waiting list.

Responsibility for Payment

- The responsibility for payment of all fees, charges and penalties lies at all times with the person who has made the booking.
- Failure by West Wimbledon Primary School to make a written or verbal request for payment of fees does not constitute an excuse or reason for late or non-payment under any circumstances.

Late Collection (from After School sessions)

- All parents/carers are expected to collect their children promptly at the end of the session (18:00 for after school provision).
- Failure to collect children on time may result in a financial penalty as it constitutes a breach of the terms and conditions of the agreement. The school will be entitled to exclude the child from subsequent sessions.
- A late payment charge will be applied as follows:

- Up to 10 minutes after the end of the provision will incur an additional charge of £5.00
- Every 5 minutes after that will incur in an additional charge of £3.00
- The penalty must be paid before the child is able to return to After School provision.
- Where the penalty remains outstanding, and further sessions have been booked and paid for by the parent/carer, West Wimbledon Primary School reserves the right to exclude the child from the provision, until the penalty is paid, without issuing a refund for sessions unattended.

Grounds for withdrawal of a place at After School provision

- Persistent poor behaviour on the part of the child (which includes, but is not limited to, bullying, verbal abuse, physical violence, fighting, racial incidents, defiance, rudeness to others, dishonesty, disobedience and deliberate damage to property), or non-persistent incidents of particularly serious behaviour (for example which endangers children or staff) or where a parent/carer is in breach of any of our terms and conditions.
- Refunds will not be made if children are withdrawn by the School on the grounds set out above.

Illness

- Any child who has suffered from diarrhoea, sickness, high temperature/fever or conjunctivitis must be kept away from After School provision for a period of 48 hours after such condition has ceased.
- Any child suffering from any contagious diseases must be kept away for the period stipulated by their GP.
- Should any child suffer from any of the above whilst at After School provision, the staff will contact the parent/carer and ask for the child to be collected.
- If your child is not in school due to illness you will not be charged if you have provided the school with adequate proof.

Reservation of Rights

- West Wimbledon Primary School reserves the right to withdraw the offer of place to a child or family from attending After School provision or to refuse to accept a registration at its sole discretion.
- West Wimbledon Primary School reserves the right to close After School provision on the grounds of staff shortage, unavailability of facilities, or any other reason which in its reasonable opinion necessitates closure. Reasonable notice will be given where possible.
- West Wimbledon Primary School reserves the right to change these terms and conditions at any time and will give written notice of such changes to parents / carers.

Legal: Waivers, Exclusions, Jurisdiction

- No failure or delay by West Wimbledon Primary School in exercising any of its rights or remedies shall prejudice or affect its ability to do so unless it has provided a specific waiver or release in writing.
- These terms and conditions are governed by English law and subject to the jurisdiction of the courts of England and Wales.
- West Wimbledon Primary School shall not be liable for any direct or indirect loss suffered by parents / carers as a result of After School provision closures under the terms of the agreement, including but not limited to loss of profits, increased costs or expenses or wasted expenditure.
- West Wimbledon Primary School accepts no liability for the administration of medicines. If it is absolutely necessary for a child to receive medication, a request form must be completed and handed into the school office.
- West Wimbledon Primary School accepts no liability for loss or damage (including consequential loss) to property brought to After School provision premises caused by the actions of children or third parties or for accidental damage caused by After School provision staff.
- West Wimbledon Primary School accepts no responsibility for injury caused from pre-existing medical conditions which are not notified to the After School provision or school.