



William Penn School
'Living, Laughing and Learning Together'

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Headteacher: Mr Stephen Kear



The Friends Club

Terms and Conditions

Aims and Objectives

To provide high quality and affordable before school and after school care as part of the extended schools provision. This is designed to support working parents and children, from Reception to Year 6. It will be run by experienced and qualified school staff and will be on school premises. The maximum group size is 16.

Timings

Monday – Friday 8.00-8.35am

Monday – Friday 3.15-5.30pm (see charging structure/timing details below)

Drop off and Collection

- Children will enter via the school's main entrance which will open at 8.00am.
- Staff will take children to their classrooms for 8.35am.
- Children joining the after school Friends Club will meet in the Group Room at 3.15pm.
- They will be collected from the main office reception prior to the closure of the club at 5.30pm
- The school office must be informed if anyone other than the named contacts on the Registration Form are to pick up at the end of the club. We are not able to release children without parental consent.
- **Children may not be dropped at school before 8.00am or collected any later than 5.30pm.**
- **Collection from all sessions must be prompt as staff will be arranged according to demand. If children are not collected on time parents will be charged for the entire amount of the following session and this is non-negotiable.**
- **Collection any later than 5.30pm will be subject to a charge of £25 and childcare will be suspended until payment is received in full.**

Booking Procedure and Payment Arrangements

- Please complete the registration form and termly booking form available for you to print from the school website or from the school office.
- Fees to be paid termly in advance or half-termly in advance by arrangement.
- Please return the form to the office together with payment.
- Bookings cannot be secured without payment.
- As places are limited to 16, early booking is advised to secure your place.
- Child care will be suspended until payment is made in full.
- Once booked, slots are not transferable or refundable as staffing will have been arranged.
- Places will be offered via a waiting list system.
- If you need to book at short notice you can check availability with the school office but there is no guarantee of a place. Payment is required at the time of booking for short notice bookings and a registration must be completed if one is not already held. Future bookings will not be taken until full payment is received.

- Children attending after school clubs would be able to attend the session beginning at 4.15pm under the same terms and conditions.
- Should your child become unwell, you may be contacted and requested to collect your child.
- Contact details must be kept up to date.

Payment Structure

Time Slot	Payment
8.00-8.35am	£2.50
3.15-4.15pm	£3.50
4.15-5.30pm	£5.50 (including snack)

This may be subject to change in the future, depending on viability.

Food and Drink

Snack time will be between 4.15pm and 5.30pm. Snacks will vary and may include fruit, yoghurts, toast, rice cakes and plain biscuits. Sugary snacks and crisps will not be served. Water, squash and milk will be available to drink.

Activities

These will vary and there will be a programme planned which is suitable for the ages of the children and the weather conditions/seasons. Activities may include:

- Outdoor play
- Computing
- Board games/jigsaws
- Support with home learning tasks
- Arts and crafts
- Lego and active play

Code of conduct

The school rules and policies apply. Children are expected to:

- Show respect for others
- Be kind and gentle
- Look after property
- Listen and keep everyone safe

Children who break the code of conduct will have a warning. Parents may be contacted to work in partnership to address any unacceptable behaviour. Attendance will always be at the discretion of the headteacher and in persistent cases or where the wider group is put at risk, attendance at Friends Club will not be possible.

I have read and understood the Terms and Conditions detailed above.

Name:

Signed:

Date: