

St Mary's Before and After School Care Terms and Conditions

St Mary's before and after school care is operated by the school, solely for the use of children attending our school.

These terms and conditions automatically apply to any users who book any number of sessions for our before and after school club.

Terms and Conditions – Please read carefully

- Bookings are to be made by parent/carer via the Arbor Parent Portal.
- The deadline for booking online is 3 hours before the start of the session.
- If you have not booked online but your child attends the club, there will be an admin fee of £5.00 per booking on top of the session price.
- Cancellations cannot be completed via the parent portal and must be requested by contacting the office before 1:00pm on the day of the session, earlier if possible. For cancellations after 1:00pm for that day's session will not be refunded.
- If your child is absent due to illness and you need to cancel a booked session, please notify the office asap that the session needs cancelling. If child is sent home sick during the day please notify the office that they are booked into club so this can be cancelled.
- If your child is attending any extracurricular after school clubs, please be mindful that these sessions may be cancelled. In this event if you require a place in the after-school care, please contact the office to book onto the club before 2:45pm. Bookings after this time will incur a £5.00 admin fee.
- If you arrive late to collect your child, we will follow our Late Collection Policy.
- Misbehaviour of pupils will not be tolerated, and our Behaviour Policy will be followed for all pupils. Any misbehaviour may result in temporary or permanent suspension of access to the before and after school club.

Payment

- Payments must be made in advance on Arbor.
- If any debts are not paid by the end of each term, your child's place will be suspended, and any future bookings will be cancelled. We will consider reinstating sessions on payment of the full outstanding balance.
- If arrears or fees persistently occur your place will be at risk.

Sessions and prices

Morning Sessions		Afternoon Sessions	
From 7:30am	£5.00 <i>Inc. Breakfast</i>	Up to 4:00pm (S)	£4.00
From 8:30am	£2.50	Up to 4:30pm (M)	£6.00 <i>Inc. snack</i>
		Up to 6:00pm (L)	£9.00 <i>Inc. snack</i>



Learning, Loving & Serving like Mary

Late Collection of Child at St Mary's RC Primary School (Radcliffe)

Parents should arrive promptly at or before the time for their child's class finish time. If a parent/carer is unable to collect their child/children, they must make alternative arrangements for the collection and inform the school as soon as practically possible.

It is important that children are collected on time to ensure they feel safe and secure. If they are not collected your child will be taken to the main office and if no contact has been made to school, the office will make a telephone call to the emergency contacts provided in order of priority.

If your child/children have not been collected by 3:30pm they will automatically be added to the afterschool club. This will incur a £5.00 charge on top of the session price. (See sessions and prices)

Please note, after 30 minutes if we have had no contact from parent/carer we may need to take the decision to contact social services to alert them to the circumstances of a late collection if there is a cause for concern.

Late Collection from After School Club

If you are late collecting your child from the after-school club session the following procedures will be followed:

- If you are booked on a S/M session this will be amended to the L session that fits the time used with a late fee of £5.00 on top.
- If you are booked on a L session you will be charged a £5.00 admin fee and £1.00 per minute you are late. ***(this is not to be used as additional childcare and contact should be made on the club mobile number below asap)***

Club staff will make contact in order of emergency priority if not heard from parent/carer by allocated pick up time. If no contact is made, we may need to take the decision to contact social services to alert them to the circumstances of a late collection.

Contact Details

Office available **8:00am to 4:00pm** on **0161 723 4210**.

Before & After school club **7:30am – 8:00am** and **3:30pm to 6:00pm** on **07503 911447**



Learning, Loving & Serving like Mary