

Tittensor C.E. (VC) First School

Learning and growing together as we follow Christ-



Beechcliff Lane,
Tittensor
Stoke-on-Trent,
ST12 9HP
Tel: 01782 372539

As of September 2020

Headteacher: Miss G Craig
headteacher@tittensor.staffs.sch.uk

Bookings and payments for places can only be done on line, through the school money system, the school will allow voucher payments, these need to be arranged with the school office team, as this needs to be set up before commencing the Before and After Clubs.

There could be limits on numbers per day for all clubs, the current limit for days is 30 places for the After School Clubs.

The sessions and current prices are as follows (please note that prices are subject to increases where governors feel necessary and you will be given notice should prices need to be increased)

Before School

Breakfast (including breakfast) 7.45 a.m. – 8.50 a.m. £5.00

After School

3.30 p.m. – 4.30 p.m. £5.00 (including a snack)

3.30p.m. – 5.30 p.m. £10.00 (including a snack)

3.30p.m. – 6.00 p.m. £15.00 (including a snack)

A discount of 10% will be given for two or more children on after school clubs

When parents book places they are agreeing to the following terms and conditions, copies of these terms and conditions are issued to all parents when a new term starts at Tittensor First School, whether currently using the clubs or not, and they have been asked to sign agreeing to the terms, should they need to use the clubs in the future.

1. For the breakfast club children cannot be dropped off before 7.45 am.
2. The After school club closes at 6.00p.m. and all children need to be collected by this time.
3. If children are booked in for one session and not collected by the time given, additional fees will be automatically charged online.
4. Bookings on line can be changed if notice is given to do this we need **24 hours notice** to change the session date/dates, you would need to contact the office to do this, if this notice is not given the total charge for the un-attended session will apply.
5. If a child is sick and unable to attend the booked session, **half fees** will be charged

If a parent has an emergency and would like to access the Before or After School Club but has not given 24 hours notice, extenuated circumstances will be considered.

COLLECTION OF CHILDREN

Children may only be collected by those persons who have authorisation to do so, and have parent's chosen password

As stated if your child is not collected within their booked session time, then additional charges will be made.

If a child is not collected at the time the care club closes 6.00p.m, every effort will be made to contact parent/carers at work or home. If no-one collects the child and there is no-one who can be contacted to collect the child the Headteacher who has the responsibility for child protection will then be informed. They will then assess the options and make the decision to whether to inform the police or to contact other appropriate bodies.

If parents are consistently late, we may have no option but to terminate your child's place

BEHAVIOUR

Verbal or physical abuse from children or adults aimed at Staff members or other children will not be tolerated, in the first instance Parents will be spoken to, and if there was consistently poor behaviour from a child we would reserve the right to inform parents that their child could no longer attend.

These terms and conditions will be automatically applied in all cases. Any issues regarding these terms please contact the school office.

Return Slip

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ACCEPTANCE OF THE TERMS AND CONDITIONS FOR THE BEFORE AND AFTER SCHOOL CLUBS

Would you please sign below to say you have received the following information regarding our care clubs, and that you agree to the terms above, when booking and using these facilities.

SIGNED TO ACKNOWLEDGE RECEIPT OF THESE TERMS

Signed Name of child

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Dated

Please return the above signed to the school office as soon as possible.

