

# ST. ALOYSIUS' AFTER SCHOOL CLUB

Booking Form – First half of Spring Term - January/February 2018

	January/February 2018														
		HS	FS		HS	FS		HS	FS		HS	FS		HS	FS
Monday	8			15			22			29			5		
Tuesday	9			16			23			30			6		
Wednesday	10			17			24			31			7		
Thursday	11			18			25			1			8		
Friday	12			19			26			2			9		

Please indicate the number of children to be booked in the boxes above.

Full Session (3.05pm to 5.30pm) = FS      Half Session (3.05pm to 4.30pm) = HS

Name of Child/ren: ..... Class/es: .....

		Number of sessions booked	Amount due
Full sessions @ £10.00			£
Half sessions @ £7.50			£
			£
<b>Total amount due – <i>please note that your booking is not secured until payment is made</i></b>			£
<b>Method of Payment:</b> Cash <input type="checkbox"/> Cheque (made payable to OCC) <input type="checkbox"/> Schoolgateway <input type="checkbox"/> Childcare Vouchers <input type="checkbox"/> Name of voucher scheme.....			
Date paid			
<b>OFFICE USE</b>	<b>ON REGISTER</b>	<b>PAYMENT RECEIVED (DATE)</b>	

## TERMS AND CONDITIONS

A registration form and booking form (along with payment) must be completed and returned for each child before a start date is confirmed. If we do not have spaces your child will be entered on to our waiting list.

Regular bookings will be given priority from term to term but must be confirmed by completing the booking form (along with payment). One half term's notice must be given of any changes. Ad hoc and emergency bookings will be taken if there is space available, please give as much notice as possible and we will try our best to accommodate you.

The cost of pre booked places cannot be refunded due to short term absences. In the event of a long term absence, requests for the sessions to be credited can be made in writing to the Headteacher or School Business Manager for consideration.

After School Club fees are charged half termly and are payable in advance; we reserve the right to add administration costs for reminders sent. Payment can be made online via the School Gateway, or by cash or cheque via the office (not directly to the ASC staff) or by voucher. If you pay by voucher or have any query regarding payment please e-mail: [admin.3842@st-aloysius.oxon.sch.uk](mailto:admin.3842@st-aloysius.oxon.sch.uk).

In the event of non-payment of invoices we will write to the parent requesting payment. If parents are having difficulty making a payment at any time we recommend that they arrange a meeting with the school office as soon as possible to discuss the matter. Where there is no explanation for repeated late payment or an outstanding balance, the school will withdraw all sessions until debt is cleared. Payment for ad hoc sessions will be invoiced at the end of each half term and must be paid upon receipt.

All sessions will start at 3.05pm. Children will register at the After School Club before going on to extracurricular activities, clubs, etc.

We may seek emergency medical advice and/or treatment as required and a trained first aider may give emergency first aid.

Safeguarding - If your child is not attending After School Club on any occasion it is essential that you let us know by telephone or email before 1.00pm.

**All children attending the After School Club will be expected to follow the school's Behaviour Policy; if this does not happen parents will be contacted and a warning issued. Failure to respond to a warning may result in exclusion from the After School Club.**

Children can be collected anytime between 3.05pm and 5.30pm, please telephone the school office or if after 3.45pm the After School Club direct line (01865 920116) if you are unavoidably delayed - we reserve the right to charge an additional fee of £15.00 for children who are collected after 5.30pm. Children who are regularly collected late will have their place withdrawn.

We like to take photographs of children in After School Club to display within The Base and possibly on our school website. If you **do not** wish your child to be included in these images, please contact the School Office.

A notice period of **one half term** is required if you wish to withdraw your child(ren) from After School Club. Children in Year 6 will automatically be withdrawn at the end of the Summer term.

All relevant school policies and procedures are applicable to the After School Club.

**Updated October 2017**