



# Breakfast & After School Club Terms & Conditions Academic Year 2020-21

**St Mary Cray Primary Academy**  
High Street  
St Mary Cray  
Kent  
BR5 4AR

01689 826081

admin@st-marycray.bromley.sch.uk

st-marycray.bromley.sch.uk

**Please read these Terms and Conditions, complete and sign below and return to the Club Leader/School Office.** Please complete a separate Registration Application form for Breakfast and/or After School Club. Forms are available from the school website [www.st-marycray.bromley.sch.uk](http://www.st-marycray.bromley.sch.uk) or from the Club Leader. Once returned the Club Leader will be able confirm your child's space, and assign you to the correct payment item on ParentPay, where you will be able to book and pay for your required sessions.

## Contact Details

Breakfast Club: [breakfastclub@st-marycray.bromley.sch.uk](mailto:breakfastclub@st-marycray.bromley.sch.uk)

After School Club: [afterschoolclub@st-marycray.bromley.sch.uk](mailto:afterschoolclub@st-marycray.bromley.sch.uk) Tel: 07741 657460.

School Office: [admin@st-marycray.bromley.sch.uk](mailto:admin@st-marycray.bromley.sch.uk) Tel: 01689 826081

Credit Control: [creditcontrol@springpartnership.co.uk](mailto:creditcontrol@springpartnership.co.uk)



Ofsted Inspection  
September 2017 Good.  
EYFS Outstanding and  
Leadership Outstanding.



## Provisions

The clubs will run concurrently with published term dates (excluding INSET days), which can be found on our website. They are run for the exclusive use of children attending St Mary Cray Primary Academy. Employees of St Mary Cray Primary Academy will staff our Breakfast and After School Clubs unless there is a staffing shortfall when we may use supply staff.

The clubs are held on site and the drop off and collection point for both clubs is at the front of the school on the right hand side of the building.

### Breakfast Club

**7:30 - 8:30am**

During each Breakfast Club session children will be provided with a breakfast consisting of cereal and a fruit, or toast/crummet/muffin and a fruit. To receive breakfast children must arrive before 08:00am. There will also be a range of activities to engage them.

### After School Club

**3:15 - 5:55pm**

After School Club children will be provided with a snack and a range of activities to engage them. With use of our school resources and equipment including ICT, sports, art, we are able to provide a range of fun group and independent activities including homework time. As this is primarily a play facility children will be encouraged to do their homework when appropriate but the choice will be the child's.

Upon collection from After School Club, children are to be signed out by whoever is collecting them.

If you are unable to collect your child please let us know the name of the person who will be collecting them by calling the After School Club Team.

fb.me/stmarycrayprimaryacademy

@stmarycraypa



A Spring Partnership Trust School | Registered office: George Lane | Bromley | Kent BR2 7LQ

020 3121 1144

contact@springpartnershiptrust.co.uk

springpartnershiptrust.co.uk

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## Medical Information and contact details

The clubs will use the medical and contact details held in school. Please inform us of any changes to this information.

## Behaviour

Our clubs expect the same behaviour from children as we do during the normal school day, rewards and sanctions will be issued for behaviour. We would also like to remind you that if a child does not follow the high expectations of behaviour, they will be asked to leave the club either temporarily or permanently. We will inform you if this occurs.

## Grounds for Exclusion

Perisistent 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, disobedience and deliberate damage to property) or non-persistent incidents of particularly serious behaviour (for example which endangers children or staff) will be recorded in the Incident Book. Three recorded incidents may result in a temporary or permanent exclusion at the discretion of the Head of School or Deputy Head.

## Contract Fees

Breakfast Club - £4.00 per session

After School Club - £8.50 per session

All fees are to be paid by Parent Pay only. You will be given the option to pay in advance either in full or in two half termly instalments. Childcare vouchers can be used as full or part payment.

If you are unable to adhere to the above terms, please contact [creditcontrol@springpartnership.co.uk](mailto:creditcontrol@springpartnership.co.uk) to arrange a suitable payment plan **prior to your child starting the club**. Failure to pay in advance or negotiate a payment plan will result in your child's place being suspended.

## Adhoc Fees

Breakfast Club - £5.00 per session

After School Club - £10.50 per session

Adhoc sessions must be agreed at least 24 hours prior to the required date (or prior to 10am on the day for ASC) and are NOT guaranteed. Please complete an Adhoc form and hand it to the Club Leader or School Office. Payment MUST be made in advance via ParentPay to secure your child's space. To cancel we require a 48 hour period, no refunds will be issued after this time.

## Cancellation of Contract / Change of Days

Cancellation of a place or change of days request needs to be done in writing, giving at least one calendar month's notice. No verbal cancellation or changes will be accepted. Failure in doing so will result in you being charged.



## Late collections from After School Club

It is the responsibility of all parents/carers to collect their child/children promptly by the end of the session at 5:55pm.

We understand that sometimes a late collection is unavoidable; if you are delayed for any reason please contact the After School Club on [07741 657460](tel:07741657460).

The After School Club will record all incidents of late collection and any regular late collections at the discretion of the Head Teacher will result in the provision being withdrawn.

## Penalties for Late Collection

Staffing ratios must be maintained at all times. If a child is collected late this leads to staff needing to stay behind the end of their normal working hours; this incurs a cost which will be passed onto parents at the following rates:

- Up to a maximum of 5 minutes late – Half a session cost per child.
- Up to a maximum of 10 minutes late – One session cost per child.
- Up to a maximum of 15 minutes late – One and a half session costs per child.
- Up to a maximum of 20 minutes late – Two session costs per child.
- Up to a maximum of 25 minutes late – Two and a half session costs per child.
- Up to a maximum of 30 minutes late – Three session costs per child.

**If you are more than 30 minutes late for collection and have not let the After School Club team know then we will follow protocol and contact Social Services and the Police.**

## Absence

### Breakfast Club

If you know that your child /children are not going to attend Breakfast Club, you must either contact the club via email or leave a message at the School Office via telephone or email. Please note that the normal session charges will still apply.

### After School Club

If your child is absent from school we will ensure they are marked absent from the clubs too. If your child is present at school but you do not require the After School Club provision, please contact the club or School Office in order for us to maintain our attendance records and staffing levels. Please note that normal charges will still apply.

## Complaints Policy

If you have any suggestions regarding our Breakfast and After School provision, please let us know. In the unlikely event that you need to complain about our services, please ask for our formal complaints procedure.

## Indemnities, Warranties and Liabilities

Breakfast and After School club run under the same indemnities, warranties and liabilities as the school.



## Reservation of Rights

The Breakfast and After School Clubs reserve the right to exclude a child or family from attending either club or to refuse to accept a registration. Both Breakfast and After School Club reserve the right to close 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. The Breakfast and After School Clubs reserve 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 the Breakfast or After School Clubs in exercising any of their rights or remedies shall prejudice or affect its ability to do so unless they have 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 in England and Wales. The Breakfast and After School Clubs shall not be liable for any direct or indirect loss suffered by parents/carers as a result of club closures under the terms of the agreement, including but not limited to loss of profits, increased costs or expenses or wasted expenditure. The Breakfast and After School Clubs accept no liability for the administration of medicine in accordance with parents/carers written instructions. Medicines will not be administered in the absence of written instructions. The Breakfast and After School Clubs accept no liability for loss or damage (including consequential loss) to property brought to club premises caused by the actions of children or third parties or for accidental damage caused by club staff. The Breakfast and After School Clubs accept no responsibility for injury caused from pre-existing medical conditions which are not notified to the club.

**Once you have read these Terms and Conditions, please complete and sign below and return to the Club Leader/School Office.**

Kind regards,

*Mrs P Bild*  
*Head of School*  
*St Mary Cray Primary Academy*  
A Spring Partnership Trust School

Child/Children's name(s): .....

Parent /Carer (print name): .....

Signed: ..... Date: .....