

# De Bohun Primary School

Green Road, Southgate, London N14 4AD

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## After-School Project - Booking Form

Time: Monday – Friday: 3:30pm – 6:00pm

Cost: £7.50 per session, £6 for siblings booked in together and £5 if a pupil premium child.

- Children can be collected at any time during the session but the full fee will be charged.
- Please advise us when booking, if your child(ren) will be attending the After School Project following another after school activity. These sessions will be charged at the full rate as we are holding a place that could be allocated to another child.
- Please ensure there are sufficient funds on your Parent Pay after school club account before handing in this booking form.

After School Project staff can be contacted from 3:15pm onwards on the following number: 07761 575035

Child's Name: ..... Class: \_\_\_\_\_

Child's Name: ..... Class: \_\_\_\_\_

Please select the days you will need by using the boxes below:

Week Commencing	Monday	Tuesday	Wednesday	Thursday	Friday
2 <sup>nd</sup> Sept 2019	INSET DAY	INSET DAY			
9 <sup>th</sup> Sept 2019					
16 <sup>th</sup> Sept 2019					
23 <sup>rd</sup> Sept 2019					
30 <sup>th</sup> Sept 2019					
7 <sup>th</sup> Oct 2019					
14 <sup>th</sup> Oct 2019					
21 <sup>st</sup> Oct 2019	HALF TERM	HALF TERM	HALF TERM	HALF TERM	HALF TERM
28 <sup>th</sup> Oct 2019					
4 <sup>th</sup> Nov 2019					
11 <sup>th</sup> Nov 2019					
18 <sup>th</sup> Nov 2019					
25 <sup>th</sup> Nov 2019					
2 <sup>nd</sup> Dec 2019					
9 <sup>th</sup> Dec 2019					
16 <sup>th</sup> Dec 2019					

Parents Name: ..... Parents Tel: .....

"From possibility to reality..."



RENAISSANCE  
Champion School

## After School Project Terms and Conditions

- Places are allocated on a first come first served basis as we have a limit of 30 children per day.
- Fees must be paid on or before the first day of attendance of each respective week.
- **Parent Pay account must be in credit** before booking your child/children in. After School Club staff will **not** be able to collect money.
- Whenever possible any changes to your booking will be accommodated but we would ask that they are submitted to the school office by 10.00am on the preceding Friday. Please note that any changes are dependent on spaces being available.
- If your child/children do not attend a pre-booked session the **full amount will still be charged**, as this place could otherwise be offered to another child. If your child/children is/are not in school due to illness you will not be charged if you have provided the school with adequate proof of illness.
- If your child/children is/are picked up after 6.00pm from After School Project you will be given a white waiver letter making you aware of the late pick up charge if you are late again. However if your child/children is/are collected late a second time you will be issued a second letter with a charge of £7.50. Late collection for a third time will result in letter number three being issued and requesting a meeting with a member of SLT.
- **A charge of £7.50 will be made if your child is collected up to 15 minutes late. This fee increases by a further £7.50 for each subsequent 15 minutes. If your account does not have enough credit to cover the fines your child will not be able to attend any further sessions until all debts are cleared.**
- If your account does not have enough credit to cover a booked session your child/children will not be able to stay and the member of staff on late duty will contact you to arrange immediate collection. Any subsequent bookings may be cancelled and because of high demand you may not be able to rebook sessions.
- Any holidays/breaks taken from After School Project are still subject to payment to keep your place. If you wish to cancel your place until after your holiday/break in order to avoid payment, please be advised that your child's place may be lost during the time you are away. You will not be charged if your child is attending a De Bohun educational trip or away at one of the residential trips (Years 6).
- One full week's notice is required if you wish to withdraw your child/children from After School Project.
- The After School Project falls under the cover of De Bohun Primary School's Debt Collection Policy located on the website.
- Booking Forms will need to be filled out at the beginning of every half term.
- Only siblings attending After School Project together, will be charged at the sibling rate.