

De Bohun Primary School - After School Project

Terms and Conditions

- Places are allocated on a first come first served basis.
 - 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 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 dependant on spaces being available.
 - If a child does 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 is not in school due to illness you will not be charged if you have provided the school with adequate proof of illness.
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 - If your child is 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 is collected late a second time you will be issued a green letter with a charge of £7.50. Late collection for a third time will result in a blue letter 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 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.
- September 2015

"It's all about the learning."

