

**Marton-cum-Grafton CE VA Primary School**  
**Before and After school club**  
**Terms and Conditions**

## **BAFTA club Terms and Conditions**

### General information

We offer a before and after club (BAFTA) at Marton-cum-Grafton Primary School.

- The morning club runs from 8.00am until 8.50am Monday to Friday
- The afternoon club runs from 3.15pm until 5.15pm Monday to Thursday.

Parents can choose to take 1 hour or 2 hours of this provision.

The club only operates during term time; this does not include School Inset days. The club takes place in Class 2. The younger children are escorted to the club by a member of staff. If children are booked into the BAFTA club on a day when they participate in an after school activity, they will be dismissed from the after school activity to the BAFTA club.

Please arrive promptly to pick up your child. BAFTA club closes at 5.15pm. **It is important that you let staff know if anyone other than you (the parent/carer) is collecting your child.**

### Aims and Objectives

We aim to provide a high quality before and after school club which meets the needs of both parents and children. For parents, this means knowing that your child is safe and happy in a club which is reliable and offers consistent service. For the child this means an environment which is safe, supportive and encouraging. It is a place for them to relax, have fun and enjoy themselves. There will be a number of activities on offer during the BAFTA club which may include a chance to complete homework, quiet reading, outdoor play, creative play and collaborative games.

### Refreshments

A snack and a drink will be provided by the club at the beginning of the afternoon session. Refreshments are not provided during the morning session.

### Entry to the BAFTA club

To book regular sessions, please complete the Booking Form at the end of this document indicating which sessions your child will be attending. Places can only be offered once a signed Booking Form confirming acceptance of the BAFTA club Terms and Conditions has been returned to the school office. Places will be allocated on a first come first served basis. We offer 13 places for the morning sessions and 25 places for the afternoon sessions. We will inform you if your child has **NOT** received a place.

### Ad-hoc sessions

Parents have the flexibility to book ad-hoc sessions, if places are available, but the BAFTA club requires a minimum of 24 hours notice. You can request an ad hoc session by e-mailing [office@marton-cum-grafton.n-yorks.sch.uk](mailto:office@marton-cum-grafton.n-yorks.sch.uk) or by telephoning

01423 322355. Ad hoc sessions can only be offered once a signed Booking Form confirming acceptance of the BAFTA club Terms and Conditions has been returned to the school office either via paper copy or a scan/photo emailed to [office@marton-cum-grafton.n-yorks.sch.uk](mailto:office@marton-cum-grafton.n-yorks.sch.uk)

## Fees and Payment

You will be invoiced monthly and payment can either be made through our online payment Gateway or by childcare vouchers. You will still be charged should your child not attend a session. Fees will not be waived if your child is absent i.e. holiday/illness etc.

- Fees must be paid within two weeks of invoices being issued.
- If any fees remain outstanding after this two week period you will receive a reminder by text.
- **If fees still remain outstanding after that, your child's place will be withdrawn until payment is made in full.**

If school is closed for reasons beyond school's control e.g adverse weather conditions, then you will not be charged for the missed sessions.

### **The fees are as follows:**

The cost of each morning session (45 mins) is £4.00.

The cost of each afternoon session is £10.00 or £5.00 per hour if part session taken.

## Arrangements for picking up children

**All children must be picked up by 5.15 pm.** If you are unable to pick your child up, you must notify the office and say who you have nominated to pick up your child. We reserve the right to charge a fee of £5.00 per quarter of an hour in the event of a pick up after 5.15pm.

If a child is not picked up by 5.15pm we will attempt to contact all persons on the school contact record for the child. If, by 5.45pm, we have had not heard from either the parents or other contact for the child we are obliged to contact Social Services to collect your child.

## Cancellation

If parents do not wish their child to attend a session they must notify the School Office by email [office@marton-cum-grafton.n-yorks.sch.uk](mailto:office@marton-cum-grafton.n-yorks.sch.uk) as soon as possible, giving at least one month's notice.

**One month's notice must be given in writing if you wish to cancel a regular place at the BAFTA club.**

## Behaviour and Procedures

The BAFTA club follows all the Policies and Procedures set out by Marton-cum-Grafton Primary School and abides by the school rules: Be ready, Be safe, Be respectful.

I \_\_\_\_\_ (parent/parent's name/s)  
 confirm that I have read and agree to be bound by Marton-cum-Grafton Primary School's BAFTA club Terms and Conditions. A copy of the Terms and Conditions can be found on the school website at <http://marton-cum-grafton.n-yorks.sch.uk/our-school/policies/>

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please sign and return to the school office.

### Autumn Term 1 2018

I would like to book my child/ren \_\_\_\_\_ (Child's name/s)  
 into BAFTA club for the following sessions – please circle dates required:

Day	Time	Reserve a place on the following dates:	Time	Reserve a place on the following dates:
<b>Monday</b>	8am -> start of school	September 10 17 24	3.15- 5.15pm	September 10 17 24
		October 1 8 15 22		October 1 8 15 22
<b>Tuesday</b>	8am -> start of school	September 4 11 18 25	3.15- 5.15pm	September 4 11 18 25
		October 2 9 16 23		October 2 9 16 23
<b>Wednesday</b>	8am -> start of school	September 5 12 19 26	3.15- 5.15pm	September 5 12 19 26
		October 3 10 17 24		October 3 10 17 24
<b>Thursday</b>	8am -> start of school	September 6 13 20 27	3.15- 5.15pm	September 6 13 20 27
		October 4 11 18 25		October 4 11 18 25
<b>Friday</b>	8am -> start of school	September 7 14 21 28		
		October 5 12 19 26		