# Before and After School Club ‘BASC’

Terms and Conditions

**September 2026-2027**

# St John with St Michael's CE Primary School

**Before and After School Club (BASC)**

**Terms and Conditions 2026–2027**

**September 2026 – July 2027**

At SJSM, we want our Before and After School Club to be a safe, welcoming and enjoyable place for children and a reliable, supportive service for families.

These terms and conditions explain how our club works, including booking sessions, payments, collection arrangements and how we work together to keep children safe and happy.

By booking a place for your child, you will be asked to read and digitally sign to confirm that you agree to these terms before your child attends the club.

## 1. Club times and fees

### Breakfast Club

- Time: 7.30am onwards.
- Reception to Year 6: £3 per session.
- 3-year-olds: £6 per session
- 2-year-olds: £8 per session.
- A light breakfast snack and drink are included.

### After School Club

- Time: 3.30pm–5.30pm, Monday to Friday during term time.
- Reception to Year 6: £8 per session.
- 3-year-olds: £9 per session
- 2-year-olds: £10 per session.
- A light snack and drink are included.

Children attending the club after an extracurricular activity will be offered a snack on arrival.

### Emergency bookings

We understand that plans can sometimes change unexpectedly. If you need to arrange an emergency After School Club place on the day, please telephone the school office. These bookings cost £10 per session and must be paid over the telephone when the booking is made.

Emergency places can only be offered if a suitable place is available.

## 2. Booking a place

To help us maintain safe staffing levels and ensure every child receives the care they need, places are limited.

Please book your sessions through the **Arbor App** at least 24 hours in advance. You can book individual days, regular weekly sessions or sessions for the whole term, depending on your family's needs.

Places are allocated on a first-come, first-served basis. Once all available places have been booked, we may be unable to accommodate additional requests.

Our current capacity is:

- Foundation Stage: **8 children.**
- Years 1, 2 and 3: **15 children.**
- Years 4, 5 and 6: **15 children.**

If you need a place at short notice, please contact the school office to check availability. Please do not assume that a place is available until the school has confirmed this.

## 3. Payments and cancellations

All sessions must be paid for in advance through the **Arbor App**. We are unable to accept cash or cheque payments.

Once a session has been booked, the fee remains payable if your child does not attend. This includes occasions when:

- Your child is unwell or absent from school.
- Your child attends school but does not attend their booked club session.
- Your child takes part in another after-school activity instead of attending the club.

Booked sessions are non-refundable, except where the school closes the club or cancels a session. In these circumstances, we will credit the payment for the affected session.

If you need to discuss a booking or payment, please contact the school office.

## 4. Keeping payments up to date

We ask families to keep their club payments up to date so that we can continue to provide the service.

If a payment is outstanding, we will contact you to discuss the balance and arrange payment.

Where fees remain unpaid for more than one week, your child's place may be temporarily suspended until the outstanding balance and any applicable £5 late-payment administration charge have been paid.

If you are experiencing financial difficulties, please speak to Mr Cowburn in confidence. We would much rather have a conversation and explore the situation with you than allow a payment concern to develop.

**5. Collecting your child on time**

The After School Club closes at 5.30pm. Please ensure that you arrive in good time to collect your child and leave the school premises by closing time.

We understand that unexpected delays can happen. If you think you may be late, please telephone the school as soon as possible so that we know what is happening.

Where late collection occurs on more than one occasion, a charge of £1 per minute after 5.30pm may be applied.

If a child has not been collected by 5.45pm and we have been unable to contact a parent or emergency contact, we will follow the school's safeguarding and uncollected-child procedures. This may include contacting Children's Services for advice and support to ensure the child's safety.

Please make sure that your contact details and emergency contact information are always up to date.

**6. Illness, accidents and medical information**

Your child's health and safety are extremely important to us.

If your child becomes unwell while attending the club, we will contact you or, if you are unavailable, your nominated emergency contact to arrange collection.

If your child has an accident, staff will provide appropriate first aid and contact you as soon as possible. Where necessary, we will seek emergency medical assistance and follow the appropriate procedures to ensure your child receives the care they need.

Please keep us informed of any changes to your child's health, medical needs, allergies or intolerances so that we can provide appropriate care.

To help us manage food hygiene and allergies safely, children should not bring food or drinks from home to consume at the club unless this has been agreed with the school in advance. If your child has a particular dietary requirement, please speak to a member of the BASC team.

**7. Personal belongings**

We encourage children to bring only the belongings they need for the school day.

Please leave toys, games, magazines and other personal items at home unless a member of staff has agreed otherwise.

Although we will always take reasonable care of children's belongings, the school cannot accept

responsibility for loss or damage to personal property.

## 8. School closures and unexpected events

On rare occasions, the school may need to close unexpectedly because of severe weather, flooding or other circumstances, including industrial action.

If the school closes, the Before and After School Club will also close. If children are already attending, we will contact parents and carers as soon as possible to arrange collection.

Where the school cancels a club session because of an unexpected closure, payments for affected sessions will be credited.

If the school remains officially open during severe weather, the club will normally operate as usual, and the usual session fees will apply. We will communicate any changes to arrangements as soon as we can.

## 9. Behaviour, relationships and wellbeing

We want every child to feel safe, included and happy at our club.

Our approach reflects the values of our school and our commitment to building positive relationships. We encourage children to treat one another with kindness and respect, follow staff instructions and help make the club a welcoming place for everyone.

Our expectations are that children are:

- **Ready** to take part and listen to adults.
- **Respectful** towards others, themselves and the environment.
- **Safe** in their words, actions and choices.

We recognise that children may sometimes find it difficult to manage their emotions or behaviour. Staff will respond calmly and fairly, helping children understand what has happened, repair relationships where needed and make positive choices.

If concerns arise, we will normally speak with parents or carers so that we can work together to support the child.

Where concerns continue or the safety and wellbeing of children or staff are affected, we may arrange a meeting with the family and Mr Cowburn to agree appropriate next steps.

In exceptional circumstances, where a child's needs cannot safely be met within the club or there are significant concerns about safety, the school may need to review, suspend or withdraw the child's place. We will consider the individual circumstances and any appropriate support or adjustments before making a decision, wherever possible.

## 10. Working together and raising concerns

We want families to feel comfortable speaking to us if they have a question, concern or suggestion about the club.

If you have any concerns about your child's experience, please speak to Mr Cowburn or Miss North in the first instance. We will listen to your concerns and work with you to find a suitable way forward.

If you feel that your concern has not been resolved, you may make a formal complaint in writing to the Chair of Governors by leaving a letter at the school office. Our school complaints procedure explains the next steps.

You can also contact Ofsted if your concern relates to the childcare provision. Ofsted's contact number is 0300 123 1231. Further information is available at www.gov.uk/government/organisations/ofsted.

**11. Our commitment to families**

We want our Before and After School Club to be an extension of the care, relationships and support that children experience throughout the school day.

Thank you for working with us, keeping us informed and helping us provide a safe, enjoyable and nurturing environment for all children.

If you have any questions about these terms and conditions, please contact the school office. We are always happy to help.

St John with St Michael's CE Primary School
*Living in the LIGHT of Christ.*