



St Helens Council

SUTTON OAK CHURCH OF ENGLAND PRIMARY SCHOOL

Goodban Street, Sutton,
St. Helens,
Merseyside,
WA9 3QD
Tel: 01744 678690
Email:
office: office.suttonoak@sthelens.org.uk
Website: www.suttonoak.co.uk

Headteacher: Mr. I. Williams

Assistant Headteachers: Mrs. L. Lewis & Mrs. S. Green

After School Club Terms & Conditions

1. The after school club will be run by Sutton Oak CE Primary School for pupils attending the school.
2. The Club will provide a healthy snack and activities e.g. reading, drawing, playing board games.
3. Staff will be responsible for the care and management of children, treating them with respect at all times.
4. The club will comply with Environmental Health food safety standards.
5. There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to.
6. All children are expected to behave well, show respect, be polite, look after equipment and resources, and be co-operative and courteous to staff and to each other.
7. Children who do not behave well or do not show respect for staff or each other will be asked to leave the club – either permanently or temporarily depending on circumstances.
8. The charge (3:10pm – 5:00pm = £6.00 per child, per session. 3:10pm – 6:00pm = £7.50 per child, per session) covers the cost of care and a light snack. All payments to be made online via ParentPay.
9. All fees must be paid in advance, prior to the day the after school club is to be accessed.
The school reserves the right to exclude a child if fees are not paid. If your child is not attending the club due to sickness or holidays, please inform the school office. We will still need to charge for the booked session/s. (Please note this is standard practice in other settings)
10. Children should be collected by 6:00pm. (Other than in exceptional circumstances, late collection of a child will be subject to an additional charge of £5.00 per child.)

11. Parents are asked to show agreement with these ground rules by signing and returning a copy of this contract.
 12. Parents must keep the school informed of any change of emergency contacts or food allergies via the school office.
 13. On arrival, all parents are required to collect their child/children from after school club and sign them out. This is an important safeguarding procedure that we must enforce.
 14. In the event of a parent wishing to make a complaint, this should be made in the first instance to the member of staff organising the club. If a parent is still concerned, then the matter should be taken to Mr Williams (Headteacher).
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I have read and agreed to the terms and conditions for the Sutton Oak CE Primary School After School Club.

Signed by (parent / carer): _____

Name (print): _____

Name(s) of child / children: _____

Date: _____