



OAKDENE PRIMARY SCHOOL

HOLIDAY CLUB

Terms and conditions

1. OPENING HOURS

- 1.1 The Holiday Club will operate between the hours of 8.30 a.m.- 4.30 p.m.
- 1.2 The Holiday Club will operate on certain dates when Oakdene Primary School is closed for full time education of pupils.
- 1.3 Access to the club is via the Out of School club door to the right of the main school entrance.
- 1.4 Children must be signed into and out of the Holiday Club by a responsible adult (i.e. over 18 years of age).
- 1.5 The club is registered through OFSTED and inspected and run under the appropriate regulations for children on the register at Oakdene Primary School. Activities take place in a designated area of the school, utilising school facilities and within the school grounds.
- 1.6 Responsibility for any child will only be taken by Oakdene Primary School staff when they have been signed into the Holiday Club.

2. BOOKING SESSIONS

- 2.1 Parents may book any day at £20.00 per day.
- 2.2 Prior booking **MUST** be made to ensure correct staffing ratios.
- 2.3 Any changes to bookings must be made via the School Office in term time or via the Out of School Club Mobile Telephone, Number 07952 144416, during holidays.

3. COLLECTION/DELIVERY OF CHILDREN

- 3.1 Children should be signed into the Holiday Club by 9.30 a.m.
- 3.2 Children should be collected by 4.30 p.m. If there is an unavoidable delay in collecting your child, you should contact the Holiday Club on 0795 2144416. A late payment fee of £30 will be charged for any late collection after 4.30 p.m., as staff and the caretaker have to be paid an extra hour's wage for remaining on the school site.

4. EMERGENCIES

- 4.1 Oakdene Staff will use the School Emergency Contact Details in case of emergency. If these are any different, parents must inform staff at the Holiday Club.

Please turn over

5. BEHAVIOUR

5.1 Children attending any of the club sessions are expected to adhere to school rules and expected standards of behaviour. Any misbehaviour will be reported to the parent and managed in accordance with the school behaviour and/or bullying policies.

6. ATTENDANCE

6.1 Once payment has been made, this will be taken as a firm Booking. No refunds will be made as staff will have been employed.

7. CONCERNS OR COMPLAINTS

7.1 In the event that a parent has a concern or complaint about the Club or facilities, they should initially raise the matter with the staff on duty to attempt to rectify the matter. If this does not give a satisfactory resolution, it should be raised with the Headteacher and Extended Services Governors Committee for consideration in writing via the School Office.

I agree to adhere to the Terms and Conditions specified as above.

Signed.....

Name.....

Date.....

Name of Child(ren)..... Year.....

..... Year.....

..... Year.....

Signed on behalf of Oakdene Holiday Club.....

Date.....