



## Explorers Out of School Club Terms and Conditions

1. The Breakfast and After School Club will be run by Soke Education Trust accessed by the Explorers door. Children can be collected from the Explorers room door.
2. The Breakfast Club is open from 7.30 am to the start of the school day. The After School Club is open from the end of the school day to 6.00 pm
3. The Breakfast club and the After-school club will operate for children attending Gunthorpe Primary School and Norwood Primary School.
4. A registration form must be completed and returned to the school office for each child attending.
5. The Clubs will be limited to 40 children for Breakfast Club and 40 children for After School Club, on a first booked, first served basis.
6. The cost of the Clubs are as follows:
  - Breakfast Club  
7.30am to start of school day: £4.50 including breakfast which is served up until 8.20am, children arriving after this time will be offered fruit, walking escort to school for Norwood Primary School children
  - After School Club  
End of school day to 6.00 pm £9.50 including walking escort from school for Norwood Primary School children, a snack and a drink
7. Bookings and payments for both Clubs must be made through the [Family platform](#). Bookings for Breakfast Club and for After School Club can be made for the following day and up to 15 days in advance. We do accept tax-free childcare payments which can be made through the Family platform.
8. Parents are able to request to book regular or ad hoc sessions (subject to availability). Requests will be responded to on a daily basis (within the school day) with approvals being made in weekly blocks.
9. Parents are asked to inform the Clubs of emergency contact numbers, any food allergies or medical information.

10. Parents are asked to keep the Club informed of any recent changes to contacts etc through updating their child's profile on the Family app.
11. Parents will be given one month's notice of any changes in fees. Fees will be invoiced on a weekly basis for any unpaid booked sessions from the week prior. Invoices should be paid on receipt. If Parents require support with payment of invoices, they should get in contact as soon as possible to discuss appropriate options.
12. Debt will be managed through the Trust's debt recovery procedures within the Financial Regulations Policy which can be accessed on the [Gunthorpe Primary School website – School Information – Trust Policies](#). A child's registered place may be at risk if debt is not managed.
13. Staff will be responsible for the care and management of the children, treating them with respect at all times.
14. There will be at least two members of staff in attendance at any time.
15. All children are expected to behave well, show respect, to be polite, to look after equipment and resources, to be co-operative and courteous to staff and to each other.
16. Children who do not behave well or do not show respect for staff or each other may be excluded from the club.
17. The club has adopted its own Behaviour Management Policy.
18. Parents are required to hand over their children to the Breakfast Club staff or collect their child from the After School Club staff, in person. Parents of any KS2 children making their own way should notify the club in advance.
19. If your child has a place booked and is unable to attend, parents must notify the school office by telephone or [explorers@gunthorpe.peterborough.sch.uk](mailto:explorers@gunthorpe.peterborough.sch.uk). Club bookings may be cancelled or rescheduled up to 72 hours before the scheduled start time. Cancellations or changes made within 72 hours of the session will not be eligible for credits or refunds, including requests to "swap" sessions from one day to another. In such cases, the session will be recorded as absent for safeguarding purposes.
20. Please note that children who are not collected from After School Club by 6.05 pm will have a £10.00 late pickup charge added to their account
21. Any child arriving at either Club without a booking will have a £10.00 charge added to their account, as well as the fee for the session.
21. Where children are repeatedly collected late or are not booked onto sessions, our procedure for uncollected children will be carried out in line with Club and School Policies.

22. The club welcomes staff and children from all backgrounds regardless of race, gender, religious beliefs and disability. We ensure that all children and staff are treated fairly and equally and comply with the Equality Act 2010 and the Special Educational Needs and Disability Code 2014.

23. The club is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

24. The Club follows the same expectations around health and attendance as does the school.

25. The club will not be liable for lost property brought onto the premises by parent/carer or child.

26. The club is covered by the school's insurance

27. At the start of the school day:

- children who attend Gunthorpe Primary School will be taken from Breakfast Club to their classrooms in time for registration.
- children who attend Norwood Primary School will be escorted to school in time for registration.

28. At the end of the school day:

- children who attend Gunthorpe Primary School will be directed by their teacher to the After School Club.
- Children who attend Norwood Primary School will be collected from school and escorted to the After School Club

29. The Club follows all policies of the school (other than Behaviour Management)

30. For queries regarding bookings and payments, please contact the school office on 01733 571193 or email [explorers@gunthorpe.peterborough.sch.uk](mailto:explorers@gunthorpe.peterborough.sch.uk)



I have read, understood and agree to comply with the Terms and Conditions of the Explorers Out of School Club.

Name of child :

I have completed a Breakfast/After School Club Registration Form      Yes/ No

My child attends Norwood Primary School and have verified their registration

Parent/ Carer Signature

Name in full

Date: