## **Twyning School Before & After School Club**

## **Information and Terms and Conditions**

## **In order that we can provide a safe and well organised club there are a few important points that must be adhered to:**

## You must inform the school of the sessions your child will be attending by completing a booking form (download from the website or collect from the school office). Places will be booked a half term at a time to allow flexibility.

* The only exception to this is an emergency booking for afterschool club whereby you MUST phone the office on 01684 293577, or email [admin@twyning.gloucs.sch.uk](mailto:admin@twyning.gloucs.sch.uk). For Before School Club you can just arrive with your child and explain to the member of staff on duty.
* If you wish to cancel a pre-booked session, please notify the school by phone or email
* Late Collection: A late fee of £5 will be charged for each 15 minutes thereafter. ***If you are late on 3 occasions, within a school year, the after school club will no longer be available for your child/ren for the remainder of that school year.***
* Children attending a school run club will be taken to the after school club when their club finishes. The whole session cost still applies.
* Registration of children will be similar to that of the school register – if your child is unable to attend, we must know as soon as possible as safety is of utmost importance.
* A member of staff will sign your child in and out for before and after school club. You must ensure that school has an up to date list of adults who have permission to collect your child.
* No food will be provided but you are more than welcome to send your child in with a healthy healthy snack.
* The school behaviour expectations and the school policies still apply.

**Hours**

* Before School Club - 8.00am until 8.50am Monday to Friday (no breakfast is provided)
* After School Club – 3.15pm – 5.15pm Monday to Friday.
* The Before and After School Club is open **Term Time only.**

**Booking System**

Please contact Mrs Bowen in the school office if you wish your child to attend Before and/or After School Club, who will give you the registration and booking forms. The forms are also available to download from the school website.

**Charges**

* Before School Club £3
* After School Club until 5.15pm £6
* Late Fee £5 per 15 minutes

Fees will be reviewed in September of each year.

**Payment**

Payment is required via Parent Pay.