

Hope 'Evening Owls' After School Club

Terms & Conditions Academic Year 2023-24

Please read these Terms and Conditions, complete and sign below and return to the School Office. Payment is required in advance to secure your child's place.

School Office: enquiries@hopecommunityschool.org

Evening Owls Direct Email: eveningowlsASC@hopecommunityschool.org

Tel: T: 0203 223 2000

General Information

Evening Owls After School Club is run for the exclusive use of children attending Hope Community School. Hope Community School will staff our club unless there is a staffing shortfall, when we may use supply staff. Evening Owls is located in the community room, drop off at the community room door. During each club session children will be provided with a well-balanced and nutritious tea. Children will be collected from the teacher at 3:30pm. Evening Owls closes at 5:30pm.

There will also be a range of activities to engage them. With use of our school resources and equipment including ICT, sports, art, we are able to provide a range of fun group and independent activities including homework time.

Fees

£9.00 per session booked in advance

£6.00 for additional siblings.

Children must be picked up by 5:30pm. There will be a charge of £5 per ten minutes for late pick up.

Parents/carers are to complete and return a booking form for the half term. An invoice will be produced based on your booking form and sent to you directly. All payments are to be made to the bank account details provided on the invoice, quoting invoice number as reference. Invoices can be paid in full or by instalments but the full amount needs to be settled by the due date shown on the invoice.

Adhoc sessions must be agreed at least 24 hours prior to the required date and are NOT guaranteed. Please e-mail the school to check availability for your child on your required date. Once session has been agreed an invoice will be raised and sent directly for payment.

Cancellation of Contract / Change of Days Cancellation of a place or change of days request needs to be done in writing, giving at least 14 days' notice. No verbal cancellation or changes will be accepted. Failure in doing so will result in you being charged

Medical

The club will use the medical and contact details held in school and those that have been disclosed on the registration form. Please inform us of any changes to this information.

Behaviour

Our clubs expect the same behaviour from children as we do during the normal school day, rewards and sanctions will be issued for behaviour. We would also like to remind you that if a child does not follow the high expectations of behaviour, they will be asked to leave the club either temporarily or permanently. We will inform you if this occurs.

Absence

If you know that your child /children are not going to attend After School Club, you must either contact the school via email or leave a message at the School Office via telephone or email. Please note that the normal session charges will still apply.

Complaints Policy

If you have any suggestions regarding our After School provision, please let us know. In the unlikely event that you need to complain about our services, please ask for our formal complaints procedure. Indemnities, Warranties and Liabilities and After School club run under the same indemnities, warranties and liabilities as the school.

Reservation of Rights

The After School Club reserves the right to exclude a child or family from attending either club or to refuse to accept a registration. The After School Club reserves the rights to close on the grounds of staff shortage, unavailability of facilities or any other reason which in its reasonable opinion necessitates closure. Reasonable notice will be given where possible. The After School Club reserve the right to charge these Terms and Conditions at any time and will give written notice of such changes to parents / carers.

Legal: Waivers, Exclusions, Jurisdiction

No failure or delay by the After School Club in exercising any of their rights or remedies shall prejudice or affect its ability to do so unless they have provided a specific waiver or release in writing. These terms and conditions are governed by English law and subject to the jurisdiction of the courts in England and Wales. The After School Clubs shall not be liable for any direct or indirect loss suffered by parents/ carers as a result of club closures under the terms of the agreement, including but not limited to loss of profits, increased costs or expenses or wasted expenditure.

The After School Club accepts no liability for the administration of medicine in accordance with parents/ carers written instructions. Medicines will not be administered in the absence of written instructions. The After School Club accept no liability for loss or damage (including consequential loss) to property brought to club premises caused by the actions of children or third parties or for accidental damage caused by club staff. The After School Club accept no responsibility for injury caused from pre-existing medical conditions which are not notified to the club. Once you have read these Terms and Conditions, please complete and sign below and return to the School Office.

Kind regards,

Sara Donnelly - Principal

Hope Community School
167 Rectory Lane
Sidcup DA14 5BU
T: 0203 223 2000

Child/Children s name(s):

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I accept the terms and conditions detailed above and wish to register my child/ren for Evening Owls After School Club.

Parent / Carer (print name):

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Signed: