

AUGHTON TOWN GREEN PRIMARY OUT OF SCHOOL CLUB

TERMS & CONDITIONS

Ofsted Number: 119287

Contact Number 01695 423688

Please read the following details carefully when accepting a place at Out of School Club.

All booking requests, amendments to bookings and cancellation of sessions must be done through the school office (by phone or email).

Fees must be paid in advance, using either the Scopay app (card payment), childcare vouchers or through the tax-free government scheme. If you use the latter methods please send a screenshot to the school office so payment can be applied to the account.

Account balances can be viewed on your Scopay app and we suggest you check this periodically to ensure all vouchers have been applied. Any concerns, please contact the school office.

Flexible bookings are available for the After School Club on the day before 12.00; we will not accept bookings after 12.00. The reason for this cut off time is for safeguarding, administrative and staffing ratio reasons. After School club sessions cannot be booked if there is an outstanding balance on the Early Bird Club. Please ensure payment is made before contacting the school office to request a place.

The Early Bird Club offers a flexible 'walk-in' service, when necessary. **Payment must be made on ScoPay before your child attends**, due to the school office no longer taking cash payments. If payment is not made in advance you may be required to **pay for and book** Early Bird Club by the end of the previous school day through the school office and will no longer be able to use the walk in facility.

Any sessions that are not required, will be removed and your account balance will be credited. All fees are inclusive of breakfast, afternoon snacks and drinks. However, we will charge for a session if it has not been cancelled before 12.00pm on the day of that session (please note that if children are off sick or are on a school residential trip we will automatically remove and credit their out of school club sessions). In addition to this, and again to comply with safeguarding procedures, any child that is on our daily lists for the After School Club will be sent through to the Club. It is therefore vital that parents keep us fully informed.

We reserve the right to cancel your child's place if fees are not received on time, a parent/child's behaviour is considered unacceptable/extremely disruptive, or the level of care required cannot be provided due to a change in circumstances.

Children will only be passed into the care of an adult that is listed on our school records. If any other person is collecting we must be informed of whom that person is. If we have not be notified of who the adult is we will not let them go without confirming with parents. On collection from the After School Club, please ring the bell at the car park entrance and wait for a member of staff to bring your child to you. Due to safeguarding, you will not be allowed inside the school building, even if it is raining (please bring an umbrella if necessary).

Important Notice: the After School Club is only staffed and insured until 6.00pm. **As a result of this, it is essential that parents collect children before this 6.00pm deadline.** Late collection of a child/children on 2 occasions will result in the child/children losing their place at the club. Therefore, we strongly advise parents to have a contingency plan in place if there is a possibility that they will not arrive to collect their child by 6.00pm and contact the club to inform them of your amended pick-up arrangements for that day.

Please adhere to the clubs drop-off and pick-up times:

Early Bird Club opens at 7.50am

After School Club Closes at 6.00pm

Accidents:

A qualified first aid officer at the club will give treatment of minor accidents. Accidents will be recorded in the school accident book.

Emergency Contact:

It is the responsibility of parents to keep us informed of any changes in contact details.

January 2026