



## Midfield Primary School

Grovelands Road  
St Paul's Cray  
Orpington  
Kent BR5 3EG

020 8300 6161

admin@midfield.bromley.sch.uk

midfield.bromley.sch.uk

020 8300 0686



# Midfield Den Terms & Conditions Academic Year 2020-2021

Please complete a separate Registration Application Form for both Breakfast and After School Clubs. Forms are available from the school website – [www.midfield.bromley.sch.uk](http://www.midfield.bromley.sch.uk). The club will run concurrently with published term dates (excluding INSET days), which can be found on our website. The clubs are run for the exclusive use of children attending Midfield Primary School.

### Provision:

Employees of Midfield Primary School will staff our After School Club unless there is a staffing shortfall when we may use supply staff. After School Club children will be provided with a snack and a range of activities to engage them. We will make good use of our school site to provide a mix of ICT, sports and homework activities as well as the usual range of craft and independent activities. As this is primarily a play facility children will be encouraged to do their homework when appropriate but the choice will be the child's.

### Fees:

#### Contracted - £8.50 per session.

All fees are to be paid by Parent Pay only. You will be given the option to pay in advance in full or in two half termly instalments. Childcare vouchers can be used as full or part payment.

**If you are unable to adhere to the above terms, please contact [creditcontrol@springpartnership.co.uk](mailto:creditcontrol@springpartnership.co.uk) to arrange a suitable payment plan prior to your child starting the club. Failure to pay in advance or negotiate a payment plan will result in your child's place being suspended.**

#### Adhoc - £10.50 per session.

This must be agreed at least prior to 10am on the required date and is NOT guaranteed. Please complete an Ad Hoc Form and hand it to the Afterschool Club Leader. Afterschool club facility is payable before or on the day. To cancel we require a 48 hour period, no refunds will be issued after this time.

### Cancellation/Change of Contract/Change of Days:

Cancellation of a place or change of days request needs to be done in writing and giving at least one month's calendar notice. No verbal cancellation or changes will be accepted. Failure to do so will result in you being charged.

### Medical information and contact details:

The clubs will use the medical and contact details held in the school. Please inform us know of any changes to this information.

### Drop off and collection:

#### After School Club hours 3:15 – 5:55pm

Children are to be collected from the club and must be signed out by whoever is collecting them. We are unable to allow children to walk to the gates to meet parents/carers.

### Late Collections:

It is the responsibility of all parents/carers to collect their child/children promptly by the end of the session at 5:55pm. Please note that the school gates close at 6.00pm

We understand that sometimes a late collection is unavoidable; If you are delayed for any reason please contact the after school club on 07749 392386.

The after school club will record all incidents of late collection, any regular late collections at the discretion of the Head Teacher will result in the provision being withdrawn.

### Penalties for Late Collection:

Staffing ratios must be maintained at all times. If a child is collected late this leads to staff needing to stay beyond the end of their normal working hours, this incurs a cost which will be passed on to parents at the following rate:



## Midfield Primary School

Grovelands Road  
St Paul's Cray  
Orpington  
Kent BR5 3EG

020 8300 6161

admin@midfield.bromley.sch.uk

midfield.bromley.sch.uk

020 8300 0686



- Up to a maximum of 5 minutes late – Half a session cost per child.
- Up to a maximum of 10 minutes late – One session cost per child.
- Up to a maximum of 15 minutes late – One and a half session costs per child
- Up to a maximum of 20 minutes late – Two session costs per child
- Up to a maximum of 25 minutes late – Two and a half session costs per child
- Up to a maximum of 30 minutes late – Three session costs per child and so on.

**If you are more than 30 minutes late for collection and have not let the after school club know then we will follow protocol and contact social services and the police.**

### Absence:

If your child is absent from school we will ensure they are marked absent from the clubs too. Please inform us if your child is not in school but you do not need to make use of our provision in order to maintain our attendance records and staffing levels. Please note normal session charges will still apply.

### Hand-over of Care:

If you are unable to collect your child please let us know who will be collecting them by calling the After School Club on 07749 392386.

### Behaviour:

The After School club expect the same behaviour from children as we do during the normal school day, rewards and sanctions will operate in the same way. 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.

### Grounds for Exclusion:

Persistent poor behaviour on the part of the child (which includes, but is not limited to, bullying, verbal abuse, physical violence, fighting, racial incidents, defiance, rudeness to others, dishonesty, disobedience and deliberate damage to property), or non-persistent incidents of particularly serious behaviour (for example which endangers children or staff) will be recorded poor behaviour in the incident book. Three recorded incidents may result in a temporary or permanent exclusion at the discretion of the Head of School or Deputy Head.

### Complaints Policy:

If you have any suggestions regarding our Breakfast and After School club provision, please let us know. In the unlikely event you need to complain about our service, please ask for our formal complaints procedure.

### Indemnities, warranties and liabilities:

Breakfast and After School Clubs run under the same indemnities, warranties and insurances as the school.

### Reservation of Rights:

The After School Clubs reserve the right to exclude a child or family from attending the club or to refuse to accept a registration. After School Clubs reserve the right to close the club 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 Clubs reserve the right to change 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 Clubs in exercising any of its rights or remedies shall prejudice or affect its ability to do so unless it has 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 Clubs accept no liability for the administration of medicine in accordance with parents/carers written



**Midfield Primary School**

Grovelands Road  
St Paul's Cray  
Orpington  
Kent BR5 3EG

020 8300 6161

admin@midfield.bromley.sch.uk

midfield.bromley.sch.uk

020 8300 0686

instructions. Medicines will not be administered in the absence of written instructions. The After School Clubs 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 Clubs accept no responsibility for injury caused from pre-existing medical conditions which are not notified to the club.

**Mrs J Barton**  
**Head of School**  
Midfield Primary School  
A Spring Partnership Trust School

Child/Children's Name(s):.....

Parent/Carer (Print name):.....

Signed:.....Date:.....

