



After School Club Terms and Conditions

- A registration form must be completed and returned for each child before a start date is confirmed. If we do not have spaces your child will be entered on to our waiting list.
- Regular bookings will be carried forward from term to term and charged accordingly **unless** one half term's notice is given of any changes.
- The cost of pre booked places cannot be refunded due to short term absences. In the event of a long term absence, requests for the sessions to be credited can be made in writing to the Headteacher.
- After School Club fees are charged half termly and are due in advance; we reserve the right to add administration costs for reminders sent. Payment can be made online at <https://pmx.parentmail.co.uk/#core/login>, or by cash or cheque via the office (not directly to the ASC staff) or by voucher. If you pay by voucher or have any query regarding payment please e-mail: office.3832@st-barnabas.oxon.sch.uk
- We may seek emergency medical advice and/or treatment as required and a trained first aider may give emergency first aid.
- **Safeguarding** - If your child is not attending After School Club on any occasion it is essential that you let us know by telephone or email before 2.30 pm.
- All children will be expected to follow the school's Behaviour Policy; if this does not happen parents will be contacted. In extreme circumstances the place will be withdrawn.
- Children can be collected anytime between 3.05 and 5.30 pm, please telephone the school office or if after 3.45 pm the ASC mobile if you are unavoidably delayed – we reserve the right to charge an additional fee for children who are collected after 5.30 pm. Children that are regularly collected late may have their place withdrawn.
- We like to take photographs of children in after school club to display within ASC and possibly on twitter; please complete the section on the registration form.
- All relevant school policies and procedures are applicable to after school club.

Contact Details	
Email address	office.3832@st-barnabas.oxon.sch.uk
ASC Mobile number	07943 967237
School Office Number	01865 557178