

Clubs Terms and Conditions 2017/18

Please note that by accepting a club space, you are agreeing to these Terms and Conditions.

Payments

All club places must be paid for in advance. Your child will not be able to attend a club unless the place has been paid for, and credited in your ParentPay account, in advance. If you owe money for any clubs, or for school meals, your club places will be immediately suspended until the debt is cleared. Failure to pay any outstanding balances may lead the school contacting Croydon Councils Debt Collecting Agency in order to recover the debt. If you wish to pay monthly, please ensure that your monthly payment covers all of the club costs for that month in advance. The same applies for payments received by Childcare Vouchers, these must cover the costs for all club places in advance. Please note that Childcare Vouchers cannot be used to pay for school lunches. If you will be paying via PayPoint, please ask the school for a barcode letter for each club that you are paying for. Note it can take up to 72 hours for payments to clear and show on your account. Please make sure you keep your receipts for reference.

You are responsible for putting the correct money in each club payment item. The school are not able to transfer money from payment item to payment item. The exception to this is for payments received by Childcare Voucher.

A 50% sibling discount is effective when two or more children attend Breakfast or Games club on the same day. The first child will be charged the full cost, and any siblings will receive a 50% discount. Federation staff are entitled to a 50% discount for Games Club, Breakfast Club, Basketball, Football and MultiSports Clubs for each of their children. If you will be using Student Finance to fund your child's club fees, you will need to pay for your child and then claim back the charges.

Attendance

If your child does not regularly attend on a day you have been assigned, and no explanation is given, you will risk losing your allocated place to someone on the waiting list. If your child does not attend for the same day for 2 consecutive weeks, you risk the chance of permanently losing your space for that day. Payment will still be taken if we are not given 24 hours' notice of any cancellation.

Picking Up/Lateness

If you are late to pick up your child without contacting the school to offer an explanation, you will receive a verbal warning. The next time you are late you will receive a written warning and incur a charge of £1 per minute you are late. If you are late more than three times you will face the risk of permanently losing your place or being fined.

If your child has not been collected by 6.45pm, we may contact the Duty Social Worker.

You will need to inform us in advance if somebody other than yourself is picking up your child. We cannot allow anyone under the age of 16 years old to collect your child.

Behaviour

Our staff will always follow the Behaviour Policy and will deal with any issues concerning a child's behaviour using the guidelines of this policy. If a child continuously disrupts the club sessions, behaves inappropriately or endangers members of staff or their peers, we will have to take action. This may include a meeting with the Parent/Guardian and the Extended School Team. Once a meeting has been held, we will then decide if your child can resume their place in the schools clubs.

Suspending and Withdrawing Places

Your child's place may be suspended or withdrawn if your account goes in to arrears, if their behaviour does not comply with the Behaviour Policy or if you are late three or more times. Additionally, your child's place in any of the clubs could be withdrawn or suspended based on your child's behaviour or attendance during the school day; this is at the discretion of the schools' leadership. The school reserves the right to withdraw or suspend your child's place in any clubs for these reasons.

Reapplying for a Club Place in the New Year

Application forms are sent out towards the end of the summer term. This is to be filled out and returned via email before we break up for the holidays. If there are any outstanding debts for any clubs or school lunches we provided when we are due to return for the new academic year, any offer of a place you have been offered will be immediately withdrawn. Children are not guaranteed a place if their form is returned after the school year has started or if the completed form is not emailed to clubs@heaversfarm.croydon.sch.uk.

If all spaces are full, you will be placed on a waiting list and contacted once a space becomes available. Your place will be given to someone on the waiting list if you do not take it up within two weeks of the offer. If you inform us of a preferred start date, a place will be kept for you from that date. You will need to reapply for your place in any of the school's clubs at the end of each academic year.

If you have any questions regarding the content of this agreement, please contact Atalanta Copeman-Papas on clubs@heaversfarm.croydon.sch.uk.
