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AFTER SCHOOL CLUB PROVISION – FINAL WHISTLE

TERMS AND CONDITIONS - September 2026

The below Terms and Conditions relate to Hightown JI&N School After School Club Provision – Final Whistle. By signing the registration form you agree that you have read and understood all terms and conditions and any queries should be cleared up before signing the registration form.

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
2. Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing to the school office.
3. Those on a waiting list will be notified once a place becomes available and must notify the school if they no longer wish to remain on the waiting list.
4. To access the clubs, parents/carers must use the hall door or Class 1, unless otherwise advised.
5. After School Club starts at 3.15 p.m. and children will be collected from class. A snack will be served between 3.15 – 3.30 p.m. After School Club finishes at 5.15 p.m. Parents can collect children any time before their chosen pick up time.
6. An authorised adult must sign the child out of the After School Club on each afternoon they attend.
7. Parents/carers agree to abide by the late collection policy. Parents/carers who collect their child after the stated booking time will incur a late collection charge of £10.00 for the first 15 minutes late. Parents/carers must complete a late collection agreement on collecting their child. Parents/carers agree to pay this charge before their child continues to any extended school services.
8. The After School Club will not run on days that the school is closed to pupils. Parents/carers will not be charged for days that the club is closed.
9. If your child is unable to attend a session, you must notify the school office. You must also notify the school office if their absence means they will be absent from school. At the time of booking you select specific days/dates which you would like your child to attend. If your child is unable to attend for any reason you will not be entitled to a refund. Any school activities taking place at the same time as Final Whistle, i.e. Halloween disco, this is classed as a separate entity and are to be paid for.

10. In the case that you have not yet paid for this session, the monies will be outstanding to the school and your child will not be able to take part in any extended school services until this payment has been made.
11. An invoice will be sent confirming the amount payable.
12. Payment must be made via ParentPay, we also accept childcare vouchers and fees have to be paid upfront monthly in advance.
    Parents/carers must keep track of their payments and the total sum required for the booking period.
13. Parents/carers must inform the office of their means of payment so this can be logged to avoid confusion.
14. Outstanding payment: The After-School Club staff reserve the right to refuse any child entry into club if payment is not made including late collection charges and any other outstanding fees from other extended school services. If debts of more than £30.00 is occurred your child will not be allowed to continue to use the After School Club until the debt is cleared.
15. If payment isn't made before the end of each half term, your child may not be eligible to attend the following half term.
16. Once your child has been allocated a place you must give one month's term time notice (four weeks while the school is open) to cancel the agreement. Any session within this one month notice period will need to be paid in full.
17. The After School Club staff aim to provide a safe, stimulating and happy environment for all children. The After School Club staff reserve the right to stop any child from attending whose behaviour is disruptive, following the schools behaviour policy.
18. We will endeavour to provide a high quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns please speak to the After School Club staff. If this is not resolved please contact Mr. Ingleby. If you are unable to resolve this issue please follow the schools formal complaint procedure.