THE MICHAEL SYDDALL C OF E (VA) PRIMARY SCHOOL

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The Hangout
Policy, Terms & Conditions

The aim of The Hangout is to provide a high quality before and after school club which meets the needs of both parents/carers and children. For parents/carers, this means knowing your child is safe and happy in an environment that is familiar with reliable staff who are capable of offering a consistent service.

For children, this means an environment that is safe, supportive, encouraging, challenging, comfortable and familiar where they can be with their friends, relax and have fun.

Opening Hours

The Hangout is open from 7.30am on a morning. Children should not arrive for the club before this time and **must** be signed in by a parent/carer on arrival. Breakfast is served between 7.30am and 8.15am.

The Hangout is open from 3.00pm until 6.00pm. The club will charge a late fee of £3.50 per hour if your child is collected after the agreed time for collection. All children **must** be signed out by a parent/carer on collection. A snack will be available during the 4pm-5pm session for those children still with us at this time.

PLEASE NOTE: if you are late and arrive after 6.00pm to collect your child, you will be charged £10.00 for every 15 minutes thereafter.

Entitlement

We will provide your child with a varied and nutritional breakfast and snack. All staff have undergone food hygiene & allergy training and will take into consideration any dietary requirements and allergies.

While at the club, we will provide a variety of activities for your child to do. Some examples include:
-   Have access to PE equipment and the trim trail
-   Visit the ICT suite
-   Play the games within the club room
-   Complete any homework they may have (if they wish)

Booking and Payment

Places should be booked through the School Gateway. The school expects to receive payment prior to your child attending. We reserve the right to refuse admission if payment is not made upfront.

It is important that your child is signed up to attend the club before the end of the previous school day for a breakfast club slot and before 2pm for an after school slot.

This will ensure that staff running the club have all of the relevant information and ensures that numbers do not exceed the legal number. Failure to book your child on may result in you being contacted to come and collect your child if numbers are too high.

Cancellation Policy

As a parent/carer, you must give 48 hours' notice to cancel a session to receive credit for another session.

Credit will be given on your account if your child is ill after being signed up or if the school is shut for any reason e.g. due to weather conditions.

Contact Number

In case of emergencies, the contact number for the club is **07756 040396.** This line will be available during normal club opening hour's (Monday – Friday **7.30am – 8.45am** and **3.00pm – 6.00pm** term-time only)

Behaviour

We expect all children who attend the before and after school club to behave as they would during normal school hours. We will follow the school's policy for promoting good behaviour and give out merits accordingly. We will also use the school's sanctions and reserve the right to refuse admission to the club if a child's behaviour has been unacceptable. Parents will be spoken to about this.

Complaints

If you have any complaints, you should see the club staff in the first instance. If your complaint relates to these staff, you should speak to the head teacher or deputy head teacher. A copy of the school's complaints procedure is on the website.

Please sign below and return to the school office to confirm you are happy to abide by these terms and conditions.

We will then take a copy of your signed agreement return a copy to you. The original will be stored in your child's pupil file for the duration of their time at our school.

Child's name: _____

Date: _____

Parent/carer name: _____

Parent/carer signature: _____