

The Beehive Breakfast Club and Afterschool Club

Terms and Conditions (January 2026)

- Breakfast Club starts at **7.45 am** and children can arrive then or at any time after that. Please do not bring your child to school any earlier than this.
- When you arrive, all adults must remain outside the school building.
- Before you leave, please ensure your child has entered the building.
- Pupils using the Club should enter via the main school door.

Booking Procedure

- Bookings may be made daily, weekly, monthly or half termly but at least 48 hours in advance.
- Please note, that all sessions must be paid for at the time of booking.
- We do not offer any credit terms for wrap-around charges and sessions must be paid for at the time of booking.
- For those using Childcare vouchers or the Tax-Free childcare service to make payment, please inform the office.

- Any 'ad-hoc or emergency' bookings will need to be made through the school office and the booking will be made at the discretion of the Senior Leadership Team (SLT) only.

SLT Team

Headteacher: Mrs Joanne Fearon

Deputy Head: Mrs Laura Bell or

Business Manager: Mrs Catherine Johnson

- Requests for ad-hoc or emergency bookings should not be made via email and only by telephoning the school office (unless out of hours).
This will be based on: -
- the reason for booking and current numbers booked in relation to the ratio of staff for that day.
- Bransty Primary School & The Beehive reserves the right to decline ad-hoc bookings made less than 48 hours prior to the requested session, on the grounds that there are not sufficient staff to meet statutory adult: pupil ratios.
- All pupils using the services must be booked into a session via the Arbor App, or via the school office in an emergency.
- Pupils who are not booked into the service may find themselves refused entry and will be returned to the care of their parent/carer.

Fees

Breakfast Club

7.45 am – 8.45 am £3.00

8.30 am – 8.45 am £1.00

After School Club

3.15 pm – 5.15 pm £7.00

Payment Terms

- Payment should be made at the time of booking/s and your account should remain in credit at all times.
- We reserve the right to cancel future bookings under these terms and conditions.
- Childcare vouchers and Tax-Free Childcare payments are accepted but please be aware that it can take up to 7 days for the payment to be received and applied to your account and this should be taken into consideration when making your payment.

Account Arrears

In the event of an account falling into arrears, the following process will be implemented.

- In the event that your account has an overdue balance, we will email you to advise you of this and request that your account be brought up to date.
- If you fail to bring your account into credit, within 7 days of this notice, we reserve the right to cancel future bookings until full payment of arrears is made.
- This may also impact any bookings requested in the future.

Cancellation Policy

- Any cancellations are to be made via the school office.
- If your child will not be attending a session you must inform the school office in order that they can amend the register. This is for safety reasons
- Late cancellations, less than 24 hours will be charged at the standard rate regardless of your child's attendance. Illness will not qualify for an automatic refund and any refunds will be made at the discretion of a member of SLT.

Non-attendance

- If your child will not be attending a booked session (which you have been unable to cancel 24 hours in advance) we ask that you inform the school office in order that we can ensure our registers are up to date.
- If a child is booked and fails to attend, the school will endeavour to contact a parent or guardian to ascertain the whereabouts of the child.
- If the school are unable to contact a parent or guardian, the child will be deemed missing and the school procedure for dealing with this will be implemented.
- Cancellations must be made in line with our terms and conditions otherwise unattended booked sessions will be charged for.

Pupil Agreement

Pupils attending the clubs must agree to:

- Demonstrate the school's core values at all times showing respect for themselves, adults, peers and resources.
- Inform an adult if they have a worry or concern.
- May we remind you to notify the office or member of staff if someone is collecting your child who is not on the contact list.
- We will not release your child unless we have had prior confirmation of this, and the person has the correct password.
- Please be aware that we reserve the right to refuse access to this facility for any parent or carer who refuses to abide by the procedures and protocols in place to ensure the safety and welfare of our children.
- We also reserve the right to refuse access to this facility for any child who persistently misbehaves or behaves in a manner that puts themselves, others or property at risk of harm or damage.

Late Collection

- Parents should collect their child/children promptly at the end of the session.
- If a parent is delayed they should telephone the school giving an expected time of arrival.
- If a child is not collected within ten minutes of the end of the session a member of staff will contact the parent and say that their child is waiting to be collected.
- After waiting 20 minutes with no response the emergency contact person for the child will be telephoned.

LATE COLLECTION – CHARGES

- An additional amount of £5.00 per child per 15 minutes will be charged if a child is not collected by 5.15 pm.
- This is to cover the cost of paying two members of qualified staff to stay late to supervise your child.
- If late collection is persistent the child/s place may be revoked.
- If the Club Supervisor is unable to contact anyone to collect the child after approximately 30 minutes safeguarding procedures will be started.