

SHARPS COPSE PRIMARY SCHOOL
BEFORE & AFTER SCHOOL ACTIVITIES CLUB
TERMS & CONDITIONS

- Parents or carers must either be in **employment** or **attending a regular college course** for eligibility for children to be able to attend either of the clubs.
- Children attending the **before school activities club** (bsac) should not arrive at the extended school club before **7.45am** and no later than **8.15am**. All children in **Yrs R-2** will be taken to their classrooms by one or both of our extended schools assistants at **8.40am** from the extended school club. Children in **Yrs 3-6** will be able to make their own way to their classrooms no earlier than **8.40am**.
- Children in **Yrs R-2** attending the **after-school activities club** (asac) will be collected from their classroom by one of our extended schools assistants from **3.10pm** and taken to the extended school club. Children in **Yrs 3-6** will be able to make their own way to the extended school club from **3.10pm**. All children **must** be promptly collected by an adult at **5.00pm**. Call **07864651103** if running late for a pick-up to let the assistants know what is happening.
- Parents or carers must inform the extended schools assistants or school office staff either before or on the day of the session of any changes that need to be made ie, picking-up early, reason for non-attendance or if collecting by someone other than the regular person; telephone number is **07864651103** or **023 92484545** or email to adminoffice@sharpscopse.hants.sch.uk.
- If there are any last-minute changes to regular sessions, eg, attendance or if additional/emergency sessions are required, parents or carers must let the school know before **12 noon** on the day of planned attendance.
- Children are expected to follow the **before and after school activity club rules** and **behavior expectations**, failure to do so could result in their placement being permanently withdrawn.
- If your child is unable to attend a session, fees will still apply unless your they are ill or if advance notice of absence has been given; **credits** will be made for these absences only.
- The school expects all fees to be paid in **advance** of your children's attendance; if payment falls behind, a reminder **text/email** message will be sent for immediate response. Failure to clear outstanding **debt** could lead to the withdrawal of your child's place until the **debt** has been cleared. All **payments** should be made using your child's **SCOPay** account – these details are available from the school office.
- No charges will be made if your child attends **another activity** within the school during the pre-booked sessions.