



**Kirkby Woodhouse School – Aspire MAT**  
**Out of School Clubs for Reception – Year 6**  
**Terms & Conditions – Updated 19<sup>th</sup> June 2025**

**Breakfast Club prices**

- Each session costs £5.50 per child and runs from 7.35am to 8.45am
- All children will be escorted to their classroom at the end of the session.

**After School Club prices**

- Each session costs £10.50 per child and runs from the end of the school day until 5.30pm prompt.
- All children are escorted to the Club at the end of the school day.

**Registration**

- All parents/carers must complete a registration form before their child can be accepted at either club. A separate form is required for each child. Registration forms can be obtained from the school office.
- Any changes to the information contained on the registration form must be notified in writing immediately to the club/office.

**Safeguarding**

- Your child must be signed in by an appropriate adult at Breakfast Club when they are dropped off.
- When collecting your child from After School Club an appropriate adult must sign your child out.

**Booking sessions**

- Bookings for Out of School Clubs can be made online through Arbor up to 48 hours in advance or with the office if within the 48 hours.

**Payment for sessions**

- All sessions must be paid for in advance. No bookings can be made via Arbor or the school office if there is any outstanding money against the sessions.
- The responsibility for payment of all fees & charges remains, always, with the person who made the booking.

**Late Collections**

- After-School club finishes at 5:30pm prompt.
- If no-one on the contact list arrives by this time, we will start calling the first contact and work our way down the list.
- A late collection fee will also be charged at a rate of £5 per child for the first 10 minutes and £1 per minute thereafter.
- If we cannot contact the parent/ contacts after 30 minutes the Head Teacher will advise on whether to contact Social Services.



### **Cancellation of booked sessions**

- Cancellations must be made through the office 24 hours before for After School Club. Cancellations up to this time will be credited back to the account.
- Any cancellations on the day for After School Club need to be phoned through to the office 01623 486158. No refunds can be given for sessions cancelled on the day.
- Cancellations for Breakfast Club can be made through the office up to 2pm the day before or Friday for Monday's session. Cancellations up to this time will be credited to the account.

### **Grounds for exclusion**

- Any child who has suffered from diarrhoea, sickness, high temperature/fever or conjunctivitis must be kept away from the clubs for a period of 48 hours after such conditions have ceased.
- Any child suffering from head lice must be kept away from the clubs until fully treated and cleared.
- Should your child suffer from any of the above whilst at the clubs, staff will contact a parent/carer to collect the child as soon as possible.
- Other grounds for exclusion are persistent poor behaviour which includes, but is not limited to: bullying, verbal abuse, fighting, racial abuse, rudeness, dishonesty, disobedience and vandalism. Other grounds include non-persistent incidents of particularly serious behaviour which endanger children or staff.

### **Reservation of rights**

- Kirkby Woodhouse School, Aspire MAT reserves the right to close on the grounds of staff shortage, unavailability of facilities, or any other reason which, in its opinion, necessitates closure. Reasonable notice will be given wherever possible.

### **Legal: Waivers, exclusions & jurisdiction**

- Kirkby Woodhouse School, Aspire MAT accept no liability for loss or damage (including consequential loss) to property brought on to the premises caused by actions of children or third parties, or for accidental damage caused by staff.
- Kirkby Woodhouse School, Aspire MAT accept no responsibility for injury caused from pre-existing medical conditions which are not notified, in writing to the clubs.

### **Medicines**

- Only prescribed medicines can be given to children at either club. These must be brought in to school in the original packaging with the child's name on the attached prescription label. A medicine form must be completed prior to any medication being given.

### **Access to the school grounds**

- The school drive is not available for vehicular access.



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Registration Form**

All children who attend must be registered, please let us know immediately if any information changes. All records are kept in a secure place and access will only be given to members of staff, emergency services in the event of an emergency and the child's parents.

Child's full name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name by which the child likes to be known: \_\_\_\_\_

Address: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Gender (Male or Female): \_\_\_\_\_

Parents / Guardians' full names: \_\_\_\_\_

Telephone numbers: Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Work: \_\_\_\_\_

Child's dietary requirements (food to be excluded from the diet, known allergies etc)  
\_\_\_\_\_

Any known medical requirements or needs (including allergies)  
\_\_\_\_\_

Any other needs or information: \_\_\_\_\_

Name & address of person collecting from After School Club/dropping off at Breakfast Club if different from above:

\_\_\_\_\_ Telephone: \_\_\_\_\_

Details of a second emergency contact who can collect your child in an emergency:

\_\_\_\_\_ Telephone: \_\_\_\_\_

(Please note staff will only let a child leave the Out of School Club with a person named on the registration form)

Name of child's doctor: \_\_\_\_\_ Telephone no: \_\_\_\_\_

Address: \_\_\_\_\_

**I do / do not consent to my child being given emergency treatment in my absence.**



**I do / do not consent to photographs being taken of my child (photographs will only be displayed in the clubs or on the school website)**

**I give permission / do not give permission for my child being changed by a staff member if they soil their clothing.**

**I have read and understood the terms & conditions**

Signature of parent/guardian: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_