

## EXTENDED SERVICES TERMS AND CONDITIONS

Numbers and demand for the extended services clubs have dramatically increased in recent months. Unfortunately last minute cancellations often mean a place cannot be offered to another child despite a greater demand than places.

Please use the school telephone to book or cancel using **OPTION 2 ONLY**. Please do not come to or ring the school office to book or cancel.

Therefore the following procedure should be followed as **from 11<sup>th</sup> April 2016:-**

### Booking

- If you regularly use the GBC or PP (daily or set days of the week) please inform the GBC or PP staff of your long term booking each half term using the registration form.
- If you book the occasional day by ringing school and using Option 2, then the following deadlines apply:-

For GBC:      By 5.30pm the previous day  
For PP:        By 9am on the day

### Cancelling

- You will need to cancel the day before your booked session or you will incur the full price charge:-
  - £3.50 for Breakfast Club (unless your child is ill on the day booked)
  - £8.00 for Planet Play (unless your child is ill on the day booked and you cancel using Option 2 on the morning of the illness - the office will not cancel for you)
- If a sibling is off ill, resulting in you collecting their brother or sister from school instead of going Planet Play you must also cancel their place or incur a charge.
- Bookings or cancellations cannot be made via partnership books.
- Invoices are for the PREVIOUS half-term and should be paid within 2 weeks of receipt.

- Due to the dismissal from other clubs during the week, the Meadow Road gates will be closed from 4.30pm to 4.45pm. If you need to collect at this time you **MUST** use the Rawlins Close or Park & Stride Gates. These gates open at 4.35pm.
- **PARKING. DO NOT PARK NEXT TO THE RAILINGS NOR THE SIDE ROAD TO THE KITCHEN WHEN DROPPING OR PICKING UP.**  
This causes difficulty for cars to enter and leave at busy periods and for kitchen deliveries. Use parking spaces only.

We hope by clarifying this information our popular clubs will be accessed by all of the families requiring these services.

**THESE BOOKING CONDITIONS MUST BE ADHERED TO IN ORDER TO  
MAINTAIN YOUR CHILD'S PLACE**