

Buddies



St Paul's C of E VC Junior School, Shepton Mallet.
(01749) 343250 Email: office@stpaulsjs.co.uk
www.stpaulsjuniorsomerset.org.uk

After School Service

Terms & Conditions

The Service will operate for Term time only. The service is self-funding, and all income will be invested back into the Service.

Before we can accept your booking, you, must read and agree to the following terms and conditions of the Service:

- Before bookings are made you must register your child, even if you only intend to use the club occasionally. In the event of an emergency registration, forms will be supplied at the earliest opportunity.
- Bookings must be made at least 48 hours in advance. Unfortunately, we cannot accept any drop ins or on the day bookings.
- Bookings are for FULL hour slots.
- Invoices are produced monthly and are paid by Parentmail and are expected to be paid within 14 days.
- Children who are ill cannot attend the Service and in the event of sickness or diarrhoea must be off for 48 hours after the sickness or diarrhoea.
- If your child is ill whilst using the Service, staff will contact you to collect your child.
- Please do not arrive late to collect your child. If lateness is unavoidable then please telephone us. Late collection will result in payment being rounded to the next hour.
- If you wish to cancel a place, then you must give 48 hours' notice, or you will be charged for the place.
- Staff will administer medicine such as those provided for asthma, diabetes etc. Staff will not administer non-prescription drugs and no children should be in possession of them.
- Should you have cause for complaint about the Service there is a formal complaints procedure. We hope any concerns can be sorted out informally with the Service Leader or Head Teacher.
- Parents should park off site and use the pedestrian entrance when collecting their child/children from the Service.
- Parents must inform the Service of any change of address or contact phone numbers.

Buddies mobile number 07784850754
For more details or bookings call (01749) 343250

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Other Information

Buddies after school is from 3.00 p.m. – 5.30 p.m. Monday – Thursday, where we will provide a snack and a drink, but children are welcome to bring in their own snack.

There will be activities during After School such as art, craft, board games, sport, play and (weather permitting) outdoor activities. We also provide an area for reading and homework.

All children will be registered by the Leader upon their arrival at the club. At the end of their session the Leader will sign your child out on leaving the premises. Service Staff will adhere to all the policies provided and any legislation in place such as:

Disability Discriminations Act, Race Relations Act, Sex Discrimination Act, Children's Act, Data Protection Act and adheres to other school policy and procedure such as Safeguarding and Bullying.

The policies will be kept by the Service Leader and can be viewed during Service opening hours.

Any discipline matters will be brought to the attention of the parents by the Service Leader. If the problem cannot be resolved, then the child may be asked to leave the Service.

Booking forms are available from reception.

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BUDDIES After school

Monday - Thursday

Charges dependant on length of time of care required:

3.00 p.m. – 4.00 p.m. - £4.00 per day

3.00 p.m. – 5.00 p.m. - £6.00 per day

3.00 p.m. – 5.30p.m. - £7.00 per day

(£1.00 reduction for siblings)

All charges for the after-school service start from 3.00 p.m. which means if your child is participating in a club and you still wish your child to attend Buddies after the club finishes, YOU WILL still be charged from 3.00pm, as we must reserve a place for them and ensure that adequate staff levels are met for that day.

Bookings are for a minimum of one FULL hour. Invoices are produced monthly and are paid by Parentmail and are expected to be paid in 14 days.

Please remember that you must ensure we have up to date contact numbers. Let us know of any changes.

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