



**Laura Pearce**  
Headteacher

## Extended Services Terms and Conditions

1. Breakfast and Afterschool Club fees are subject to a written contract/agreement where the Terms and Conditions outlined are explicit.
2. Breakfast and Afterschool club places will be secured on a rolling monthly basis via Arbor
3. You will be invoiced on Arbor for a registration fee of £25 and an advanced payment of a two-week deposit
4. Breakfast and Afterschool club is available term time only. Places are bookable and allocated and if your child is unable to attend for any reason full fees are still payable.
5. Adhoc requirements will be considered based on availability and circumstances and can be requested by emailing the School Office via [finance@hazelburyprimary.org](mailto:finance@hazelburyprimary.org)
6. Fees must be paid in advance on Arbor via the Extended Services by the end of the first week of each month.
7. In the event that your account falls into arrears of a month, you will be contacted and payment will be expected within two working days. If the debt has not been settled within two working days we have the right to withdraw the place with immediate effect.
8. We have the right to withdraw your place with immediate effect if your account remains/becomes in debt.
9. If there is any money outstanding, the account will be referred to a debt collection company on our behalf.
10. The fee structure is reviewed regularly, and any increase in the charge will normally take place annually in September. However, the provider reserves the right to increase fees at any time of the year, by giving one month's written notice.
11. If your child requires additional support a place maybe available once your child's requirements have been individually reviewed. This may incur an additional cost to the parent.
12. Breakfast and Afterschool club is an extension of a normal school day. If your child is unable to cope, behaves disruptively or is verbally or physically abusive towards other children, families or staff, the place will be withdrawn with immediate effect.
13. Where parental behaviour is disruptive to staff or other families e.g. verbal or physical abuse, or racist behaviour, the placement will be terminated with immediate effect.
14. The Extended hours of service are:
  - a. Breakfast Club: 8.00 - start of school day
  - b. After school Club: Finish of school day - 5.45pm
  - c. When the school closes at 2pm, the After School Club close at 4.45pm
15. Late fees - A late fee will be charged if your child is not collected at the agreed finishing time. This is charged at £1.00 per minute, and if your child is collected late on more than two occasions within a half term period this will result in your child's place being withdrawn.
16. Cancellation/Termination of Placement - Once the offer of a placement has been made by the provider you are bound and accept the contract Terms and Conditions as the parent/guardian. You must give one month's written notice if you wish to terminate the agreement. If you fail to give sufficient notice to withdraw your child or should you immediately withdraw them, you will lose your two-week deposit.
17. You need to confirm you have read and accepted these Terms and Conditions via the Consents on Arbor.

**W:** [www.hazelbury-primary-school.co.uk](http://www.hazelbury-primary-school.co.uk)

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