



Elms Road, Botley, Oxford OX2 9JZ

Tel: 01865 248573 office.2569@botley.oxon.sch.uk www.botleyschool.org.uk

Headteacher: Mrs Jo Reid

Terms and conditions for Breakfast and After School Club 2025-26 (Botley Out of School Hours Clubs/BOSHC)

*** Please note this document relates to the paid-for Breakfast Club that opens at 7:30am each school day, not the free Breakfast Club that opens at 8am each school day, which we are currently trialling as part of the Government's Early Adopters Free Breakfast Club Programme***

As Childcare Providers we will:

- Ensure that we provide a safe, secure and nurturing environment for your child.
- Provide childcare facilities for your child at the agreed times on the agreed dates.
- Provide a snack and drink for your child.
- Notify you at the earliest opportunity if we are going to be closed.

As Parents/Carers of a child in our Breakfast/After School Club you will:

- Complete all relevant documentation as requested.
- Notify the school of any medical or educational situations where special arrangements may be needed for your child.
- Provide the school with up-to-date contact details and inform us of any change to this information.
- Inform us of any matters that are relevant to your child's safety and security.
- Keep us informed as to who is authorised to collect your child from After School Club.
- Inform us immediately if your child is unable to be collected at the agreed time (late fees apply).
- Inform us if your child is unable to attend Breakfast or After School Club (payment still applies).
- Adhere to the payment procedures as outlined in this document at all times.

Registration and Booking

Bookings are made via an online booking form before/at the start of the school year. Regular bookings are preferred, ie the same days each week over a whole term. When work schedules make this impossible, specific ad hoc days can be booked by providing the individual dates needed, preferably before the start of each term.

Payment of Fees

Invoices will be sent before the start of each term, and should usually be paid by the end of the first week of term. Payment is due for all contracted sessions, irrespective of absences or the time that your child is picked up. Payments can be made by ParentPay, childcare vouchers, the Government Tax Free Childcare system or, if necessary, by cash to the school office or cheque payable to the Acer Trust.

Parents are asked to inform Breakfast/After School Club if your child will not attend a particular session. The session rate is still fully payable. If the child is to be absent for more than two weeks, then a reduction may be able to be

made, depending on circumstances, to reserve your place. If a child is to be absent due to a holiday within the booked term time, the full invoice charge will still be payable to ensure their place is kept open.

We are unable to extend credit or provide sessions free of charge. If a family is in hardship, an application may be made in writing to the Headteacher requesting a reduction in fees. This is not a guarantee that fees will be reduced, and each case will be judged on an individual basis by the Headteacher. Her decision is final.

Late Collection Fees

You must collect your child before 6pm. If you are unavoidably late you need to let us know as soon as possible by calling 01865 248573 extension 414. In the event of your child being collected late, there will be a penalty charge of £5 per child collected late for every 15 minutes after the official closing time of the club and all additional 15 minutes thereafter (i.e. £5 between 6-6:15pm, £10 if 25 minutes late etc). If a child is not collected after 30 minutes, and we have received no contact from a parent / carer, then Social Services and/or the police will be contacted.

Notice Period

Unless you notify us before the start of term, two weeks' notice must be given to reduce your booking. Four weeks' notice must be given to resign your child's place completely. If you want to change or increase your booking, please give as much notice as possible.

Termination of Service

Botley School may stop providing this service for your child if:

- You fail to pay the fees which are due.
- You have breached any of your obligations under this agreement.
- You behave unacceptably, as we will not tolerate any physical or verbal abuse towards staff.
- You turn up excessively late for a collection (more than 30 minutes).

Communication

- To speak to club staff during club opening times, please call 01865 248573, extension 414.
- To inform us your child won't attend a particular session, please email boshc@botley.oxon.sch.uk and office@botley.oxon.sch.uk
- To book ad hoc extra sessions, please email operations@botley.oxon.sch.uk and office@botley.oxon.sch.uk preferably by Friday lunchtime of the week before.
- To change your overall booking or for any payment queries, please email operations@botley.oxon.sch.uk

General

As a childcare provider, we are under an obligation to report any instances where we consider a child may have been neglected or abused to the relevant authorities and may do so without informing you.

In the event of unexpected closure of Breakfast or After School Club we are under no obligation to provide alternative childcare facilities. If a club is closed due to circumstances beyond our control (for example, adverse weather or a gas leak) then the session will usually still be charged for. If the school is partially open due to a strike, we will usually still run the clubs for the relevant year groups. If the school is closed to all pupils due to a strike, the clubs will not run. Sessions lost due to school strikes will not normally be refunded.

We welcome feedback and strive to improve our service based on the feedback we receive from our families. If you have any feedback or concerns please discuss this with a member of staff or email the school office on office@botley.oxon.sch.uk.

Your agreement to these T&Cs is signalled on the online booking form. Only if this is not available, please return a signed copy to the school office.

Signed: _____ Name: _____ Date: _____