

The terms and conditions of the after-school care service are outlined below. Please read, print and return a signed copy by post to King Edward VI Camp Hill School for Girls, Vicarage Road, Kings Heath, Birmingham, B14 7QJ for the attention of Mrs A. Gahir (After-school Care) or email a signed copy to [afterschoolcare@kechg.org.uk](mailto:afterschoolcare@kechg.org.uk).

### Terms and Conditions

#### After School Care Prices

- The charge per pre booked session is £5.00 for 1 hour 15mins (no refreshments) and £8 for 2 hours 15mins (inc. refreshments). If you require additional ad-hoc days please email [afterschoolcare@kechg.org.uk](mailto:afterschoolcare@kechg.org.uk)

#### Registration

- All parents/carers must complete a Registration Form in full before a child can be accepted in After School Care
- If there are any changes to the information provided above, the parent/carer must notify Mrs. A. Gahir as soon as possible.

#### Changes to booked sessions

Sessions which have been booked and paid for cannot be refunded except in the following situations:

- Closure due to unforeseen circumstances, such as bad weather
- A student has missed 3 or more consecutive sessions due to:
  - Illness
  - Representation at school events/sports fixtures.

In these instances a refund will be issued via ParentPay.

#### Responsibility for Payment

- Parents/Carers should pay for after school care by **12 noon on the Friday** before the booking is required, via ParentPay. Bookings may be

available at short notice but cannot be guaranteed, and are subject to staffing requirements

- The responsibility for payment of all fees, charges and penalties remains at all times with the person who has made the booking.

#### Penalties for late collection of students

- It is the responsibility of all parents/nominated person/s collecting students to do so promptly at the end of the session
- There is a penalty charge of £5 for any student who is collected 10 minutes after a session ends
- There is a penalty charge of £10 for any student collected 20 minutes after a sessions ends. A separate request for payment will be sent out in these circumstances
- Parents/nominated person/s should contact school via the emergency telephone number if they are unable to collect their child by the end of the booked session.

#### Teacher Training (INSET) days

There will be no after-school provision available on teacher training days, the end of a term where school closes early or on days when the school must close due to unforeseen circumstances. Please consult the school website for dates.

#### Pupil Premium

*Those in receipt of Pupil Premium are eligible for support with after-school care. Please contact Mrs. A. Gahir at [afterschoolcare@kechg.org.uk](mailto:afterschoolcare@kechg.org.uk) for further details.*

I confirm that the above is correct and have read and agree with the Terms and Conditions outlined overleaf.

Name (please print): \_\_\_\_\_

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

**EMERGENCY AFTER-SCHOOL CONTACT NUMBER (available 3.45pm – 6pm):**

**07596 999512**