



## AFTER SCHOOL CLUB AD-HOC BOOKING FORM

The cost of an After School Club ad-hoc session is **£16.50** – this includes a light snack. Sessions are from **3:00pm until 6:00pm** every day during term time – **excluding** the last day of term. The club is available for all children in the school, from Nursery to Year 2.

If you wish to apply for an ad-hoc session(s) at the After School Club, please complete this form and return it to the Extended Schools Administrator at the school office. Please do not send any money at this stage.

If you receive childcare vouchers, you will be able to use them as payment for childcare.

The After School Club is very popular and it may not be possible to accommodate your child on a particular day. Regular bookings at the After School Club will always take priority, therefore requests for ad-hoc sessions will be considered after the Allocation Day for regular bookings. Please be aware that you may not be notified of the outcome for several days after the Allocation Day. Please see the attached Terms and Conditions and the Extended Schools Timetable for allocation of places.

<b>Child's Name:</b>			
<b>Parent Name:</b>			
<b>Invoice Preference:</b> <i>(please circle)</i>	Email	Paper copy	

Please tick your requested start date for sessions:

Term:	Autumn 1 03/09/19	Autumn 2 04/11/19	Spring 1 07/01/20	Spring 2 24/02/20	Summer 1 21/04/20	Summer 2 01/06/20
<b>Deadline for requests:</b>	18/06/19	23/09/19	25/11/19	27/01/20	16/03/20	05/05/20
<b>Start Date required:</b>						

Please tick your requested term for ad-hoc session/s:

Term:	Autumn 1 03/09/19	Autumn 2 04/11/19	Spring 1 07/01/20	Spring 2 24/02/20	Summer 1 21/04/20	Summer 2 01/06/20
<b>Requests considered from:</b>	20/06/19	25/09/19	27/11/19	29/01/20	18/03/20	07/05/20
<b>Term in which session falls:</b>						
<b>DATE/S REQUIRED:</b>						

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent: \_\_\_\_\_ Date Received: \_\_\_\_\_



## Aims of the After School Club

The After School Club is open between 3:00pm and 6:00pm every school day during term time, with the exception of the last day of term. The Club is available to all children in the school from Nursery to Year 2. A strict collection procedure is set up to escort all children from their classrooms to the After School Club. A light snack is provided and many indoor/outdoor activities are provided.

## Fees

Ad-hoc sessions are £16.50.

If you receive childcare vouchers, you will be able to use them as payment for childcare. If you wish to pay by childcare vouchers please see a member of the office staff.

Fees will be invoiced half-termly and are payable by the deadline as stated in the Extended Schools timetable (see attached). Fees are subject to regular review.

## Terms and Conditions

*The smooth running of the After School Club relies upon parents agreeing to the terms set out below:*

- All places are allocated on a half-termly basis according to the Extended Schools timetable.
- All new applications or changes to current arrangements must be made on the official application form. Verbal requests will not be accepted.
- All official applications or changes will be date stamped and entered onto the waiting list on the date they are received.
- All applications or changes will be considered on the next allocation date according to the Extended Schools timetable and allocation criteria (see attached).
- New allocations and changes will be effective at the start of each half term and will not occur at any other time.
- Offer letters will be sent to parents according to the Extended Schools timetable.
- Once the offer is accepted, fees are payable for all sessions booked, regardless of any absences.
- All invoices must be settled in full by the deadline according to the Extended Schools timetable.
- All fees must be paid by cheque (made payable to Victoria C of E Infant and Nursery School) cash, childcare vouchers or Wisepay.
- Parents wishing to pay using childcare vouchers must notify the school office of the amounts paid and the dates of payment.
- Failure to settle all fees on time may result in the exclusion of your child.
- Termination of the agreed provision must be made, in writing, and received by the office according to the Extended Schools timetable deadline. Failure to do so may result in your being charged for the following half term.
- Ad-hoc sessions can be requested for the following half term according to the Extended Schools timetable.
- Emergency ad-hoc sessions can be booked on the day subject to availability.
- The After School Club is not open on the last day of term.
- The School Code applies at the After School Club.
- Any child not behaving as required will be given 3 warnings which will be entered into the incident book which parents will be asked to sign. If any child continues to cause problems they will be refused admission to the After School Club.
- It is the responsibility of all parents/carers to ensure their child is collected by 6pm. Failure to do so will expose the parent/carer to the payment of a late collection charge of £5 for each 5 minutes, or part of, after 6:00pm.
- If your child is unable to attend a booked session (either through illness or alternative arrangement) it is essential you let the school office know during the day. No refund will be given.
- All outstanding debts must be settled according to the Extended Schools Timetable, otherwise the debt will be passed to a Debt Collecting Agency.
- Refunds for absence due to exceptional circumstances will be referred to the Governing Body.
- In the event of enforced school closure, the Governing Body will consider the refund policy.
- If you need to get a message to the After School Club please phone the school office during office hours on 01442 865781 or the After School Club between 3:00pm and 6:00pm on 01442 861682.
- Please note that all changes to contact telephone numbers MUST be given to the School Office in writing, using the 'Change of Details Form on the stand or by email.

**The After School Club is administered by The Extended Schools Administrator, who will be available via the school office Tuesdays and Wednesdays from 8.30am – 3:30pm. All enquiries should be directed to the office and not to the After School Club staff. The contact email is [extendedschools@victoria.herts.sch.uk](mailto:extendedschools@victoria.herts.sch.uk).**



## Extended Schools Administration Timetable 2019-2020

	AUT1/19	AUT2/19	SP1/20	SP2/20	SU1/20	SU2/20
<b>Required start date:</b>	03/09/2019	04/11/19	07/01/20	24/02/20	21/04/20	01/06/20
<b>Applications / changes / cancellations deadline</b>	SU2 Tue – Wk3 18/06/19	AUT1 Mon – Wk4 23/09/19	AUT2 Mon - Wk4 25/11/19	SP1 Mon - Wk4 27/01/20	SP2 Mon- Wk4 16/03/20	SU1 Tue - Wk3 05/05/20
<b>ALLOCATION DAY</b>	SU2 Wed – Wk3 19/06/19	AUT1 Tue – Wk4 24/09/19	AUT2 Tue – Wk4 26/11/19	SP1 Tue - Wk4 28/01/20	SP2 Tue – Wk4 17/03/20	SU1 Wed – Wk3 06/05/20
<b>Ad-Hoc session requests considered from:</b>	SU2 Thu – Wk3 20/06/19	AUT1 Wed – Wk4 25/09/19	AUT2 Wed – Wk4 27/11/19	SP1 Wed – Wk4 29/01/20	SP2 Wed – Wk4 18/03/20	SU1 Thu- Wk3 07/05/20
<b>Invoices Issued:</b>	SU2 Wed – Wk4 26/06/19	AUT1 Tue – Wk5 01/10/19	AUT2 Tue – Wk5 03/12/19	SP1 Tue – Wk5 04/02/20	SP2 Tue – Wk5 24/03/20	SU1 Tue – Wk4 12/05/20
<b>Invoice payment due</b>	AUT1 Tue – Wk1 03/09/2019	AUT2 Mon – Wk1 04/11/19	SP1 Tue – Wk1 07/01/20	SP2 Mon – Wk1 24/02/20	SU1 Tue – Wk1 21/04/20	SU2 Mon – Wk1 01/06/20

### Allocation Criteria

1. On the Allocation Day. All requests for changes and new application will be looked at and places allocated for the following half term. For example, places starting in SP1 are allocated on the allocation day in AUT2.
2. If there is more than one change eligible for the same place, then the application received first in writing by the Extended Schools Administrator will be allocated the place (*all application forms will be date stamped upon receipt*).
3. In the event of a tie break situation, priority will be given to the child with a sibling already using the provision.
4. In the event of further tie break situation, places will be allocated at the Governor's discretion.