

ABC After School Club Terms and Conditions

Opening Times and Access

- 1) ABC, Bromley High School's wraparound care service, operates in the Junior School during the following times:
 - a) **Breakfast Club:** Monday to Friday, 07:30 - Start of School
 - b) **After-School Club:** Monday to Friday, 16:00 - 18:00 (with a free late-stay from the end of school until ABC)
- 2) ABC operates term-time only, with no after school club on the last day of each full term when the school day ends early. Should there be a need to permanently adjust the club's hours or days, a 30-day written notice will be provided. In cases of other necessary closures, a minimum of 7 days' notice will usually be given. In case of last-minute emergency closure, parents will be contacted promptly via the contact details provided.
- 3) The club is usually accessed via the Junior School Food Technology/Art Room at the rear of the building.

Bookings

- 1) Before making any bookings, please ensure you have completed a registration form in full via [this link](#)
- 2) All bookings should be made via ParentPay. If a session appears full, you may request a space via email. If approved, the charge will be added to your account.
- 3) Payment for any additional sessions should be made on or before the day of attendance. These charges remain payable even if you subsequently let us know the space is no longer required.
- 4) Parents are encouraged to communicate any changes to bookings or attendance promptly to help us maintain appropriate staffing and safety standards.
- 5) If staff ratios do not permit immediate acceptance, your request will be added to a waiting list, and we will let you know if a space can be offered.
- 6) Pupils may only attend where a session has been confirmed by booking directly on ParentPay, or by ABC staff via email, and payment has been made.
- 7) In exceptional circumstances a child may be sent to ABC (subject to space) by school staff. In this instance, the ad-hoc fees will apply for any sessions/part sessions attended.
- 8) **Special Events** – For special events like plays, concerts etc, parents who would prefer not to collect and return their child can book ABC Club as usual (subject to availability). A separate supervision option may also be arranged by the junior school directly, which could be paid or unpaid. Once any additional plans are finalised the school will inform parents, and they will be offered the option to switch from ABC to the alternative without charge.

Fees

- 1) You agree to pay the following fees for your child's attendance:
 - Pre-booked Fees** (for bookings made 5 or more days in advance ("the cut-off") via ParentPay):
 - i) **Breakfast Club:** £6.30 per day, including breakfast.
 - ii) **After-School Club:** (a) Session 1 (16:00 - 17:00): £12.50, including a light tea
(b) Session 2 (17:00 - 18:00): £8.15
 - Ad-Hoc Fees** (for bookings made after the cut-off or for attendance without pre-booking):
 - iii) **Breakfast Club:** £7.50 per day, including breakfast.
 - iv) **After-School Club:** (a) Session 1 (16:00 - 17:00): £18.75, including a light tea.
(b) Session 2 (17:00 - 18:00): £12.25
- 2) Fees are charged in full for each hour session, regardless of the time of arrival or departure, if this is without a prior booking you agree to pay for the relevant session at the higher rate detailed above.
- 3) Payments using childcare vouchers must be made ahead of time, as funds can take up to ten days to reach our bank account and be credited to your ParentPay account. The Finance Office needs to be advised of the name, class, and session to which the childcare vouchers should be credited; brofinanceofficer@bro.gdst.net
- 4) Outstanding payments may lead to a late payment charge being added to your outstanding balance, debt collection procedures, and potential suspension from the club.
- 5) Late collection after 18:00 incurs a charge of **£20.00 per 15 minutes** or part thereof. Persistent late collection may result in the termination of your child's place at ABC.
- 6) The school reserves the right to adjust fees with **30 days' notice**. Should you disagree with any fee increase, you may terminate the agreement effective from the change date.

Cancellations, Refunds, and Illness

- 1) Sessions can be cancelled **without charge** through ParentPay before the cut-off.
- 2) Cancellations after the cut-off must be requested via email.
- 3) In the event of non-attendance for any reason please inform us via email as soon as possible so we can update our register.
- 4) Cancellations due to a late-notice school fixture/event will be credited please forward your email notification as soon as possible, and within 24 hours, to request the alteration. Other refunds will generally not be issued unless under exceptional circumstances.
- 5) If a pupil shows symptoms of severe illness or a contagious condition during club hours you will be contacted and prompt collection will be required.
- 6) Refunds for non-attendance due to illness, or in exceptional circumstances, will be considered on a case-by-case basis. If a refund is offered it may be full or partial at our discretion.

Signing In & Out and Collection

- 1) Pupils must be signed into the Breakfast Club and signed out of the After-School Club by an appropriate adult (aged 16+), unless other arrangements are pre-approved.
- 2) Accurate sign-in/out records are essential for everyone's safety and accurate billing. If your child is not signed out properly, fees will be applied for the full afternoon.
- 3) Please inform the club in writing of any person authorised to collect your child. Identification or a password may be requested for verification.
- 4) If an authorised adult cannot be reached in an emergency, the designated emergency contacts will be called.

Health, Medication, and Special Needs

- 1) Please provide complete health details and any medical or special needs your child may have.
- 2) Notify us promptly of any changes to your child's health or needs.
- 3) We strive to accommodate pupils with special educational needs or disabilities. Please discuss any specific requirements with us to ensure appropriate support can be offered within safe ratios.
- 4) Medication should be provided with clear instructions to the main school office and to ABC staff. While staff will endeavour to administer medication correctly, the school is not liable for any adverse effects resulting from the administration of parent-provided medication.

Pupil Conduct

- 1) Pupils are expected to behave respectfully and follow club rules. Repeated poor behaviour, including bullying, aggression, dishonesty, or property damage, may result in exclusion from the club without refund.
- 2) We aim to maintain a positive, inclusive environment. Support strategies will be explored before considering exclusion.
- 3) Parental behaviour that breaches these terms or is deemed unreasonable may also lead to the termination of the child's place.

Disclaimer

The school operates the club in accordance with all relevant health and safety guidelines. We are committed to maintaining a safe, supportive, and enjoyable environment for all children.

For further information, please contact Mrs Oxlade, and the ABC team via email at abc@bro.gdst.net