



Unsworth
Primary School

Together we build understanding

UNSWORTH OUT OF SCHOOL CLUB

TERMS AND CONDITIONS OF PAYMENT & DEBT MANAGEMENT WITH EFFECT FROM SEPTEMBER 2023

- The Out of School Club is open from 8.00am-9.00am and from 3.30pm-5.30pm each day, Monday to Friday, except for Bank Holidays and school holidays. The charge is £4.75 per hour. Full hours must be paid for e.g. an afternoon place for one and a half hours will be charged as two hours.
- If parents/carers are late collecting children, an additional charge of £6 per 15 minutes will be made, with a minimum charge of £6. If late collections happen frequently, we reserve the right to withdraw a child's place.
- As staff and premises costs still have to be paid, no reduction in charges can be made in relation to absence due to sickness, authorised or unauthorised absences.
- Regular sessions must be booked and adhered to. Emergency places are not guaranteed and are only to be used for emergencies or short term requirements. The cost of an emergency place is £6 per hour.
- One week's notice is required for termination of sessions
- All payments for places are to be made in advance via Parent Pay.
- If there is a problem paying fees, please speak to the Club Manager or a member of the school admin staff. We reserve the right to withdraw a child's place with immediate effect, if arrears reach **two weeks**, with no satisfactory explanation. If a place is withdrawn, it will not be offered again until the outstanding amount is cleared in full.
- We must be notified of any changes in circumstances.

Headteacher and Primary Trust Lead: Mrs Jo Grundy

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www.unsworth-primary.co.uk