



Heavers Farm & Selsdon Primary Schools

We offer a wide range of after-school clubs for all ages at Selsdon Primary School. Please see the attached document for details of the activity clubs on offer. We also offer a **Breakfast Club** and an after-school **Games Club** for all year groups.

- **Breakfast Club** (7.30am—8.55am) costs **£5** per session

During breakfast club the children will have the opportunity to choose from a great range of activities such as reading, small world, drawing, dressing up, games, puzzles and much more! Children arriving before 8.30am will be offered breakfast. At 8.45am members of staff will take the children to their individual classes.

- **Games Club** (3.15pm—6.00pm) costs **£8** per session

The children arriving at after school club will be met with a range of exciting activities. All children will be given support for their homework and/or reading. For those who are worn out from the school day we have a choice of calming activities and those who have lots of energy may prefer to engage in one of our more physical activities. Children are offered a meal. Children attending Games Club are brought to the club from their class by a member of class staff each day.

If you wish to book your child in to Breakfast or Games Club, you must email clubs@selsdonprimary.org.uk as soon as possible to ensure that you are allocated a space. Spaces are allocated on a first-come, first-served basis. In your email, please include:

- Child's name
- Child's class
- Days required in the club

Please note that by accepting a space in any club, you are agreeing to our *Clubs Terms and Conditions* (attached).

All clubs are paid for via ParentPay. You will receive your login for this via the school if you do not already have one. **All** clubs must be paid for in advance, or your child will not be allowed to attend. Please do not make agreements with the individual club providers as any payments you make directly to them will *not* be recognised by the school (with the exception of J'amies Gymnastics, who must be paid directly).

You are welcome to pay via Childcare Vouchers, however, all payments must be received in advance of your child attending any club.

Please note, if you will be using Student Finance to fund your child's club fees, you will need to pay for the club yourself and then claim back the charges.

Please note that you must inform us if somebody other than yourself will be collecting your child, and we cannot allow anybody under the age of 16 to collect your child.



Clubs Terms and Conditions 2017/18

Please note that by accepting a club space, you are agreeing to these Terms and Conditions.

Payments

All club places must be paid for in advance. Your child will not be able to attend a club unless the place has been paid for, and credited in your ParentPay account, in advance. If you owe money for any clubs, or for school meals, your club places will be immediately suspended until the debt is cleared. Failure to pay any outstanding balances may lead the school contacting Croydon Councils Debt Collecting Agency in order to recover the debt. If you wish to pay monthly, please ensure that your monthly payment covers all of the club costs for that month in advance. The same applies for payments received by Childcare Vouchers, these must cover the costs for all club places in advance. Please note that Childcare Vouchers cannot be used to pay for school lunches. If you will be paying via PayPoint, please ask the school for a barcode letter for each club that you are paying for. Note it can take up to 72 hours for payments to clear and show on your account. Please make sure you keep your receipts for reference.

You are responsible for putting the correct money in each club payment item. The school are not able to transfer money from payment item to payment item. The exception to this is for payments received by Childcare Voucher.

A 50% sibling discount is effective when two or more children attend Breakfast or Games club on the same day. The first child will be charged the full cost, and any siblings will receive a 50% discount. Federation staff are entitled to a 50% discount for Games Club, Breakfast Club, Basketball, Football and MultiSports Clubs for each of their children.

If you will be using Student Finance to fund your child's club fees, you will need to pay for your child and then claim back the charges.

Attendance

If your child does not regularly attend on a day you have been assigned, and no explanation is given, you will risk losing your allocated place to someone on the waiting list. If your child does not attend for the same day for 2 consecutive weeks, you risk the chance of permanently losing your space for that day. Payment will still be taken if we are not given 24 hours' notice of any cancellation.

Picking Up/Lateness

If you are late to pick up your child without contacting the school to offer an explanation, you will receive a verbal warning. The next time you are late you will receive a written warning and incur a charge of £1 per minute you are late. If you are late more than three times you will face the risk of permanently losing your place or being fined.



If your child has not been collected by 6.45pm, we may contact the Duty Social Worker.

You will need to inform us in advance if somebody other than yourself is picking up your child. We cannot allow anyone under the age of 16 years old to collect your child.

Behaviour

Our staff will always follow the Behaviour Policy and will deal with any issues concerning a child's behaviour using the guidelines of this policy. If a child continuously disrupts the club sessions, behaves inappropriately or endangers members of staff or their peers, we will have to take action. This may include a meeting with the Parent/Guardian and the Extended School Team. Once a meeting has been held, we will then decide if your child can resume their place in the schools clubs.

Suspending and Withdrawing Places

Your child's place may be suspended or withdrawn if your account goes in to arrears, if their behaviour does not comply with the Behaviour Policy or if you are late three or more times. Additionally, your child's place in any of the clubs could be withdrawn or suspended based on your child's behaviour or attendance during the school day; this is at the discretion of the schools' leadership. The school reserves the right to withdraw or suspend your child's place in any clubs for these reasons.

Reapplying for a Club Place in the New Year

Application forms are sent out towards the end of the summer term. This is to be filled out and returned via email before we break up for the holidays. If there are any outstanding debts for any clubs or school lunches we provided when we are due to return for the new academic year, any offer of a place you have been offered will be immediately withdrawn. Children are not guaranteed a place if their form is returned after the school year has started or if the completed form is not emailed to clubs@selsdonprimary.org.uk.

If all spaces are full, you will be placed on a waiting list and contacted once a space becomes available. Your place will be given to someone on the waiting list if you do not take it up within two weeks of the offer. If you inform us of a preferred start date, a place will be kept for you from that date. You will need to reapply for your place in any of the school's clubs at the end of each academic year.

If you have any questions regarding the content of this agreement, please contact Atalanta Copeman-Papas on clubs@selsdonprimary.org.uk.



**Selsdon Primary
Club Allocation 2017/18**

	Club	Year Group	Price	Time	Location
Monday	Athletics	Year 3 - Year 6	Free	15:30 - 16:30	Downstairs Hall
	Cricket	Year 1 – Year 6	£4	15.30 – 16.30	Field/Outside
Tuesday	Music	Rec - Year 2	Free	15:30 - 16:15	Upstairs Hall
	Choir	Year 3 - Year 6	Free	15.30 – 16.30	Classroom
	U11's Football	Year 3 - Year 6	£4	15:30 - 16:30	Field
	Film	Year 5 - Year 6	Free	15.30 – 16.30	Classroom
Wednesday	Taekwondo	Rec - Year 6	£7	15:30 - 16:30	Upstairs Hall
	Basketball	Year 3 - Year 6	£4	15:30 - 16:30	Downstairs Hall
	Tennis	Year 3 - Year 6	Free	15.30 – 16.30	Playground
	Music	Year 3 - Year 6	Free	15:30 - 16:15	Music Room
	Drama	Rec - Year 2	Free	15:30 - 16:15	Detention Room
Thursday	Gymnastics**	Rec - Year 6	Check with J'amies Gymnastics	15:30 - 16:15	Upstairs Hall
	U8's Football	Rec - Year 2	£4	15:30 - 16:30	Downstairs Hall
	Netball	Year 3 – Year 6	Free	15.30 – 16.30	Netball Court
	Music	Rec - Year 2	Free	15:30 - 16:15	Music Room
	French	Year 3 - Year 6	Free	15:30 - 16:15	Detention Room
Friday	MultiSports	Rec - Year 6	£4	15:30 - 16:30	Downstairs Hall

** To book your child into J'amies Gymnastics you must contact them directly - **02084641477** or **www.jamiesgymnasticsacademy.co.uk**

Please email **clubs@selsdonprimary.org.uk** with your club selections as soon as possible. We will allocate these on a first-come, first-served basis. Any applications received after the end of the school year (21st July 2017) may not be accepted.