



Wormley CofE Primary School

Breakfast & After School Club

Terms and Conditions

1. Booking & Payment

All bookings and payments must be made via Arbor.

Sessions must be booked at least 24 hours in advance; bookings close exactly 24 hours prior to the session start time. It is not possible to book a session after this cut-off, however in an emergency please contact breakfast-afterschool@wormleyprimary.co.uk to enquire about availability.

We accept childcare vouchers – please contact the school office before making a booking if you wish to use these.

By booking a place at the Breakfast or After School Club, parents/carers are agreeing to the Terms and Conditions outlined in this document.

2. Refunds & Cancellations

Refunds will not be issued for cancellations made with less than 24 hours' notice.

If a child is booked until 4:30pm or 6:00pm but is collected early, no refund or credit will be given.

Cancellations must be communicated to the School Office at least 24 hours in advance to be eligible for a refund. Refunds will be processed as a credit to your Arbor account.

3. Charges & Timings

Breakfast Club:

- Operates from 7:30am to 8:45am, Monday to Friday (term time only)
- Cost: £6.00 per session

After School Club:

- Operates from 3:15pm, Monday to Friday (term time only)
- Two session options:
 - 3:15pm to 4:30pm – £6.00 per session
 - 3:15pm to 6:00pm – £13.00 per session

The club does not operate during INSET days or when the school is closed to pupils. After School Club does not operate on the last day of each term.

4. Location

Breakfast & After School Club takes place in the school's Community Classroom. Children must be dropped off and collected from this location.

In good weather, children may have supervised access to the school field during sessions.

5. Food & Snacks

A variety of food and snacks will be provided during both Breakfast and After School Club sessions.

Staff will adhere to the dietary requirements and allergy information held by the school for each child. A list of all foods and their ingredients served in Breakfast and After School Club is available on the website.

Parents/carers must ensure that any updates to their child's dietary needs or allergies are communicated to the school office.

6. Behaviour & Code of Conduct

Children attending the Breakfast & After School Club are expected to follow the school's standard behaviour and conduct policy - the Rights and Responsibilities Policy.

Consistent inappropriate behaviour may lead to temporary or permanent exclusion from the club.

All relevant policies are available on the school website.

7. Late Collection

If a child is collected after the booked session time (4:30pm or 6:00pm), a late collection charge may apply.

- If a child booked into the 4:30pm session is collected late, the parent/carer will be charged the full rate for the 6:00pm session (£13.00).
- If a child booked until 6:00pm is collected after this time, a fee of £5.00 for every 15 minutes (or part thereof) will be charged.
- Parents/carers will be informed of the charge, and the fee will be added to their Arbor account.
- If the account is in credit, the amount will be deducted automatically.
- If this results in a negative balance, the amount must be cleared before any further bookings can be made.

8. Absence & Illness

If your child will be absent due to illness or any other reason, please notify the School Office as early as possible.

Children who are unwell should not attend the club.

9. Medical Needs & Allergies

Parents/carers must ensure that all relevant medical conditions and allergies are recorded with the school.

Any required medication should be provided and appropriate consent given.

10. Contact Details

For general enquiries, please contact us via:

 breakfast-afterschool@wormleyprimary.co.uk

 01992 303331 (Option 2)

In an emergency, if you cannot reach the Club directly, please contact the school office.

Last Reviewed: 18/09/2025