



Elmstead Wood Primary School
Castlecombe Road
Motttingham
London SE9 4AT

020 8857 1504
admin@elmsteadwoodprimary.co.uk
www.elmsteadwoodprimary.co.uk



Breakfast Club and After School Club Terms & Conditions

Academic Year 2025-26

Please read these Terms and Conditions, complete and sign below and return to the Club Leader/School Office. Once returned the Club Leader will be able confirm your child's space, and assign you to the correct payment item on ParentPay, where you will be able to book and pay for your required sessions.

Contact Details

Breakfast Club: breakfastclub@elmsteadwoodprimary.co.uk Tel: 020 88571504

After School Club: afterschoolclub@elmsteadwoodprimary.co.uk Tel: 07564 082076

School Office: admin@elmsteadwoodprimary.co.uk Tel: 020 88571504

Credit Control: creditcontrol@springpartnership.co.uk

The clubs will run concurrently with published term dates (excluding INSET days), which can be found on our website. They are run for the exclusive use of children attending Elmstead Wood Primary School. Employees of Elmstead Wood Primary School will staff our Breakfast and After School Clubs unless there is a staffing shortfall when we may use supply staff.

Breakfast Club (7.45am – 8.40am)

Breakfast Club is held in The Lodge, please access through the main front door and ring the bell labelled 'After School Club'.

Breakfast is provided for children who arrive before 8.30am. They will be provided with a breakfast consisting of cereal and a fruit, or toast/crummet/muffin and a fruit. There will also be a range of activities to engage them.

After School Club (3.30pm – 6.00pm)

After School Club children will be provided with a snack and a range of activities to engage them. With use of our school resources and equipment including ICT, sports, art, we are able to provide a range of fun group and independent activities including homework time. As this is primarily a play facility children will be encouraged to do their homework when appropriate but the choice will be theirs to make.

After School Club is held in The Lodge and when collecting, parents and carers should come to the main front door and ring the doorbell for After School Club.

If you are unable to collect your child, please let us know the name of the person who will be collecting them by calling the After School Club Team.

Medical Information and contact details

The clubs will use the medical and contact details held in school and those that have been disclosed on the registration form. Please inform us of any changes to this information.

Behaviour

Our clubs expect the same behaviour from children as we do during the normal school day, rewards and sanctions will be issued for behaviour. We would also like to remind you that if



No Barriers to Excellence

a child does not follow the high expectations of behaviour, they will be asked to leave the club either temporarily or permanently. We will inform you if this occurs.

Grounds for Exclusion

Persistent poor behaviour on the part of the child (which includes but is not limited to: bullying, verbal abuse, physical violence, fighting, racial incidents, defiance, rudeness to others, disobedience and deliberate damage to property) or non-persistent incidents of particularly serious behaviour (for example which endangers children or staff) will be recorded in the Incident Book. Three recorded incidents may result in a temporary or permanent exclusion at the discretion of the Head of School or Deputy Head.

Contract Fees

Breakfast Club - £5.00 per session

After School Club - £9.50 per session

Contract Booking & Payment

Please log onto ParentPay to book the sessions that you need and to make payment. All bookings must be received within the designated booking windows –

Term	Term Dates	Booking Window Opens	Booking Window Closes
Autumn Term 1	3/9/25-17/10/25	3 rd June 25	16 th July 25
Autumn Term 2	3/11/25-19/12/25	3 rd September 25	11 th October 25
Spring Term 1	6/1/26-13/2/26	3 rd November 25	12 th December 25
Spring Term 2	23/2/26-27/3/26	6 th January 26	6 th February 26
Summer Term 1	13/4/26-22/5/26	23 rd February 26	20 th March 26
Summer Term 2	2/6/26-23/7/26	13 th April 26	15 th May 26

All fees are to be paid by ParentPay only. You will be given the option to pay in advance either in full or in two half-termly instalments. Childcare vouchers can be used as full or part payment. If you would like to pay by Childcare Vouchers then please forward the confirmation you receive from the Childcare Voucher provider (or a screenshot) to creditcontrol@springpartnership.co.uk stating the school your child attends, the club you are paying for, the full name of your child and the class name.

Late payments will be subject to a fee of £10.00.

Any unpaid debt will be referred to our solicitors for recovery. The incurred cost of this will be added onto your outstanding debt.

If you are unable to adhere to the above terms, please contact creditcontrol@springpartnership.co.uk to arrange a suitable payment plan prior to your child starting the club. **Failure to pay in advance or negotiate a payment plan will result in your child's place being suspended.**

Ad hoc Fees

Breakfast Club - £6.00 per session

After School Club - £11.50 per session

Ad hoc sessions must be agreed at least 24 hours prior to the required date and are NOT guaranteed. Please e-mail the relevant club to check availability for your child on your required date. Confirmation of your child's place is when you have received confirmation from the Club Leader.

Payment MUST be made in advance via ParentPay to secure your child's place. To cancel we require a 48-hour period, no refunds will be issued after this time.

If payment is not received in advance, then your child's place at the club may be suspended.

Any unpaid debt will be referred to our solicitors for recovery. The incurred cost of this will be added onto your outstanding debt.

Cancellation of Contract / Change of Contract Days

Cancellation of a place or change of days request needs to be done in writing, giving at least one calendar months' notice. No verbal cancellation or changes will be accepted. Failure in doing so will result in you being charged.

Late collections from After School Club

It is the responsibility of all parents/ carers to collect their child/children promptly.

We understand that sometimes a late collection is unavoidable; if you are delayed for any reason, please contact the After School Club on 07564 082076.

The After School Club will record all incidents of late collection and any regular late collections at the discretion of the Head Teacher will result in the provision being withdrawn.

Penalties for Late Collection

Staffing ratios must be maintained at all times. If a child is collected late this leads to staff needing to stay beyond the end of their normal working hours; this incurs a cost which will be passed onto parents at the following rates:

- 1-5 minutes late – there will be a charge of £10.00
- 6-10 minutes late – there will be a charge of £20.00
- Over 10 minutes late – there will be a charge of £30.00

If you are more than 30 minutes late for collection and have not let the After School Club team know then we will follow protocol and contact Social Services and the Police.

Absence

Breakfast Club

If you know that your child /children are not going to attend Breakfast Club, you must either contact the club via email or leave a message at the School Office via telephone or email.

Please note that the normal session charges will still apply.

After School Club

If your child is present at school but you do not require the After School Club provision, please contact the club or School Office in order for us to maintain our attendance records and staffing levels. **Please note that normal charges will still apply.**

Complaints Policy

If you have any suggestions regarding our Breakfast and After School provision, please let us know. In the unlikely event that you need to complain about our services, please ask for our formal complaints procedure.

Indemnities, Warranties and Liabilities

Breakfast and After School club run under the same indemnities, warranties and liabilities as the school.

Reservation of Rights

The Breakfast and After School Clubs reserve the right to exclude a child or family from attending either club or to refuse to accept a registration. Both Breakfast and After School Club reserve the right to close on the grounds of staff shortage, unavailability of facilities or any other reason which in its reasonable opinion necessitates closure. Reasonable notice will be given where possible. The Breakfast and After School Clubs reserve the right to charge these Terms and Conditions at any time and will give written notice of such changes to parents / carers.

Legal: Waivers, Exclusions, Jurisdiction

No failure or delay by the Breakfast or After School Clubs in exercising any of their rights or remedies shall prejudice or affect its ability to do so unless they have provided a specific waiver or release in writing. These terms and conditions are governed by English law and subject to the jurisdiction of the courts in England and Wales. The Breakfast and After School Clubs shall not be liable for any direct or indirect loss suffered by parents/ carers as a result of club closures under the terms of the agreement, including but not limited to loss of profits, increased costs or expenses or wasted expenditure. The Breakfast and After School Clubs accept no liability for the administration of medicine in accordance with parents/ carers written instructions. Medicines will not be administered in the absence of written instructions. The Breakfast and After School Clubs accept no liability for loss or damage (including consequential loss) to property brought to club premises caused by the actions of children or third parties or for accidental damage caused by club staff. The Breakfast and After School Clubs accept no responsibility for injury caused from pre-existing medical conditions which are not notified to the club.

Once you have read these Terms and Conditions, please complete and sign below and return to the Club Leader/School Office.

Kind regards,

Mrs C Lewis
Head Teacher

Elmstead Wood Primary School
A Spring Partnership Trust School

Child/Children s 'name(s):

Parent / Carer (print name):

Signed: Date