



# Terms & Conditions - Sandcross School Clubs

Effective from 1st September 2021

Please read the Terms & Conditions carefully before making your club choices. If you have any questions regarding our Terms & Conditions, please contact the school.

Any reference to 'parent', 'parents', 'carer', 'carers', 'family' or 'families' refers to adults aged 18 and over, with a legal responsibility - or acting as the guardians - to the child/children and/or responsible as bill payers.

Our aim is to offer a wide selection of extra curricular clubs that provide children with rich and memorable experiences that build on their knowledge and skills. The provision should complement our curriculum objectives and be accessible to all children to allow them to explore and develop talents in a safe and nurturing environment.

## **1. Sign-up / Bookings**

1.1 All bookings must be made using the SchoolsBuddy.

1.2 Parents must complete all 'required' sections of the Sign-up process before their child/children can attend any clubs at Sandcross School.

1.3 Parents will need to confirm that they have read our Terms & Conditions and Privacy Notice by ticking the confirmation box when signing up to a club via SchoolsBuddy.

1.4 By ticking the box to confirm you have read our Terms & Conditions and Privacy Notice, you are agreeing to all articles mentioned in the Terms & Conditions and Privacy Notice.

1.5 Parents will be unable to sign up for club place(s) for their child(ren) if they do not agree to the Terms & Conditions and/or Privacy Notice.

1.6 By completing the Sign-up form, you are accepting responsibility for ensuring payment for allocated club places are paid as outlined within these Terms & Conditions.

1.7 Sandcross School reserves the right to refuse the allocation of a club place if the Sign-up process has not been completed fully or incorrectly.

1.8 The number of places available per after school club is limited for Health and Safety, and quality control purposes - we apologise in advance for those we have to turn away once a

club is full.

1.09 Any child who has not been successful in being allocated a club place will automatically be placed on a waitlist. Should a place become available, the parent/carer of the first child on the waiting list will be contacted and offered the available place. This place will only be reserved for 24 hours. If we have not received any communication from the parent/carer, we will offer the place to the next child on the waiting list, and so on.

1.10 Children who qualify for Pupil Premium will receive ONE free club per week. However, they must book in the same way as everyone else by using SchoolsBuddy.

1.11 All club choices must be submitted via SchoolsBuddy by the closing/deadline date as communicated by the school. All deadline dates are final, unless otherwise stated. The school reserves the right to refuse any new requests after SchoolsBuddy has closed, and therefore any new requests for club places after the deadline date will not be accepted.

1.12 After the closing/deadline date, we will only accept requests for changes/cancellations. Changes will be dependent on the number of places remaining in a club. Change requests will not qualify under the 'first come, first serve' rule, and will be added to a club waitlist if one is in place. We can not guarantee that change requests will be honoured.

1.13 All change/cancellation requests must be made in writing, by email, to [clubs@sandcross.school](mailto:clubs@sandcross.school)

1.14 The School can not be held responsible for user error when parents/carers completing SchoolsBuddy.

## **2. Club Place Allocations and Withdrawn Places by the School**

2.1 Club places are allocated on as per SchoolsBuddy preference option.

2.2 Parents/carer will be notified via SchoolsBuddy if their child(ren) has been allocated a place in a club. This will show as an outstanding balance on SchoolsBuddy and the balance will need to be cleared in line with the payment timeline advertised by the school.

2.3 If a child is eligible for Pupil Premium, they will be allocated one free club. A Pupil Premium place will show on the SchoolsBuddy with a £0.00 balance owing.

2.4 In order to secure your child's allocated place, payment must be made by the Payment Deadline date. If payment is not received by the Payment Deadline Date, your child's place will be withdrawn and offered to the first person on the Waitlist. The School will not reinstate the withdrawn place unless under extreme circumstances and by the Head Teacher's discretion.

2.5 A select number of clubs will hold reserved places on an 'Invited Children Only' basis.

2.6 The School reserves the right to withdraw any offered club place at any time, under reasonable circumstances, by the Headteacher's discretion.

2.7 The Parent/carer may decline their child's allocated place. Allocated places can only be declined before the parent/carer has made payment.

### **3. Payment**

3.1 Sandcross School is a cashfree school. Parents will need to access SchoolsBuddy to manage the payment of their bookings.

3.2 Payments must be made in full, by the Deadline date and time, to secure allocated club places. It remains the parent/carer's responsibility to ensure payment is made on time.

3.3 If payment is not received by the deadline date the school will cancel/withdraw a child's allocated place and offer it to those on the waitlist.

3.4 No refund will be given for non attendance, or sessions only part attended.

3.5 No refund will be given if a child is absent or sick.

3.6 Payment (via SchoolsBuddy) for places allocated from the waitlist must be made within 24 hours of accepting the waitlist place. If payment is not received, the waitlist place will be withdrawn and offered to the next child on the waitlist. The school reserves the right to not contact the parent/carer when a place is being withdrawn after 24 hours.

3.7 Parents/carers must ensure the school has received all requested information, by the given deadline, for places offered from the waitlist.

3.8 The weekly cost per club will be reviewed termly and is subject to change.

3.9 The School can not be held responsible for user error and/or technical issues when making payment using SchoolsBuddy.

### **4. Cancellations, Closures and Terminations**

4.1 Parents/carers can withdraw their child from a club at any time. However, due to the financial commitment given by the school to club leaders, there will be no refunds offered, unless under extreme circumstances and by the Headteacher's discretion.

4.2 Places must be cancelled in writing, by emailing: [clubs@sandcross.school](mailto:clubs@sandcross.school)

4.3 Single, missed sessions due to illness/appointments/absence/events etc cannot be refunded.

4.4 Any event beyond the control of the school (Force Majeure) or in an emergency, Clubs may not run or may close earlier than usual. In this situation parents/carers will be contacted/informed as soon as possible. Force Majeure: An event beyond the reasonable control of the parties to this agreement is referred to as a "Force Majeure Event" and include events such, but not limited to, an act of God, fire, flood, storm, war, riot, civil unrest, act of terrorism, strikes, industrial disputes, outbreak of epidemic or pandemic of disease, failure of utility service or transportation.

4.5 Sandcross School will not be held liable for the closure of Clubs due to adverse weather, third party action or unforeseen circumstances etc (Force Majeure).

4.6 We are unable to offer refunds if a club is cancelled due to events beyond the control of the school i.e. Force Majeure.

4.7 The School will endeavour to reschedule a cancelled club. However, this may not be a guaranteed possibility due to reasons such as, but not limited to, facility/room/location availability, club provider availability, staffing levels etc.

4.8 Once allocations have been made, and a sufficient number of payments have not been received to deem a club viable to run, it will be cancelled. In this case, refunds will be offered to those who made payment.

4.9 The school reserves the right to terminate your child's place due to unacceptable behaviour such as, but not limited to, swearing, hitting, kicking etc.

4.10 Any threatening/aggressive behaviour from parents/carers towards Staff, Club Providers, children, visitors or other parents etc. will result in the parent/carer being excluded from the club/site. This may include the withdrawal of the child's place from their allocated club.

4.11 You may terminate the agreement if we have breached our obligations under the Terms and Conditions.

## **5. Absence/illness/alternative pick up arrangements**

5.1 Only the parent/carer and other named collectors listed on the sign-up form will be permitted to collect the named child. All club leaders will be provided with details of named people who are permitted to collect the named child. These details are those which parents/carers submit via the Sign-up form.

5.2 If someone who is not listed on the sign-up form is to collect the named child, the parent/guardian must call and/or email the school office (office@sadncross.school) before 2pm on the day, with the details of the temporary collector i.e. full name and phone number. We will not release/dismiss a child to anyone unless they are listed on the sign up form.

5.3 Only children in Years 5 and 6 will be allowed to walk home alone after a club. Children in Years 5 and 6 will only be released/dismissed and allowed to walk home alone (and therefore leave the school premises) if we have received written permission from a parent/carer on the sign-up form.

5.4 For safeguarding reasons, a parent/carer is required to email office@sandcross.school if their child will be absent from their club. The school office should be informed of an absence from a club by 2pm on the day.

5.5 Clubs will end at the scheduled time of 4.15pm, at which time Parents/carers must collect their child from the designated location. Any child not collected by 4.25pm will be looked after at our after school Harmony Club. Parents will be liable to pay the Harmony Club fee whilst their child waits to be collected.

5.6 We reserve the right to refuse future bookings from parents who continually collect their child late.

5.7 If you suspect that your child has an infectious or communicable disease you must notify the School by contacting the School office as soon as possible.

5.8 No child with an infectious or communicable disease may attend their Club(s) until they are fully recovered. We will follow any Health Guidance on infectious disease and exclusions period. Parents/Carers must comply with the exclusion guidelines set by the Health Protection Agency; details are available from the school office.

5.9 If your child becomes ill whilst at their club you will be contacted and, should it be necessary, medical attention will be sought.

5.10 Any child who has been vomiting and/or has diarrhoea must not return to their club until 48 hours after the last bout of the illness .

5.11 All absences will be charged at the full rate. However, in the event of a long-term illness that results in more than two consecutive weeks' absence, please contact the School Office.

## **6. Health / Medical needs:**

6.1 Parents/Carers must inform Sandcross School if their child has any known medical condition or health problem or has been in contact with infectious diseases.

6.2 In the event of an accident, first aid will be administered to the child in our care by the designated first aider in the school and the emergency services will be called if necessary.

## **7. Special Needs**

7.1 Sandcross School is an inclusive school and it is our policy not to exclude any child due to specific needs wherever possible.

7.2 Parents/carers of children with specific needs are required to contact the School Office to discuss how we can best accommodate their child and consider whether any special arrangements need to be made. We are happy to accommodate the child on a trial basis and reserve the right to review further bookings. The needs of each child varies so decisions are made on a case-by-case basis depending on the level of support each child requires to enable them to fully participate and enjoy the activities at any of our after school clubs.

7.3 Sandcross School will provide additional adults to support vulnerable children where necessary. This additional support must be agreed in advance with the SEND Team prior to the club starting. NB: the school does not receive any SEND funding for after school clubs and so the provision of adult support will be made on a child by child basis and in exceptional circumstances, additional fees may apply.

## **8. Child exclusion**

8.1 On rare occasions, if a child proves incompatible with the general well-being of our club offer (e.g. they are involved in bullying or are engaged in disruptive or aggressive behaviour) we reserve the right to exclude them. Please only enrol children who will agree to our Behaviour Policies and School Values to eliminate this possibility.

## **9. Behaviour and Dress code**

9.1 All Sandcross School students who attend a club are expected to follow our Behaviour expectations and reflect the school values at all times.

9.2 The school reserves the right to remove a child temporarily or permanently from their club if the conduct/behaviour (such as, but not limited to, swearing, hitting, kicking etc) of the child is unacceptable and it appears to the Club Leader that the continued presence of the child is incompatible with the interests of Sandcross School values and behaviour expectations. No refund will be offered under these conditions.

9.3 Any threatening/aggressive behaviour from parents/carers towards Staff, Club Providers, children, visitors or other parents etc. will result in the parent/carer being excluded from the club/site. This may also include the withdrawal of the child's place from their allocated club. There would be no refund of fees in these circumstances.

## **10. Mobile phones and electronic devices**

10.1 The use of electronic devices (e.g. mobile phones, iPads, Nintendo DS, etc.) are prohibited at all clubs.

10.2 If a child, who usually brings a mobile phone to school, is seen using it inappropriately, the Club Leader will confiscate it until the end of that session.

10.3 Sandcross School will not take any responsibility for the damage or loss of any electronic devices that are brought on to the school site.

## **11. Data Protection**

11.1 We comply with the requirements of the General Data Protection Regulation 2018 (GDPR), regarding obtaining, storing and using personal data.

11.2 For security reasons, parents are advised not to share their online account password.

11.3 Sandcross School follows the [Everychild Trust Data protection policy](#).

11.4 The information you provide us will be processed electronically for administrative purposes and is subject to the terms of the GDPR.

11.5 We will only share child information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children, criminal activity, or if required by legally authorised bodies (e.g. Police, HMRC etc.). If we decide to share information without parental consent, we will record this in the child's file, clearly stating our reasons.

11.6 If some limited personal information is disclosed to authorised third parties we have engaged to process it, as part of the normal running of our provision (e.g. online bookings and accounting purposes). Any such third parties will comply with the strict data protection regulations of the GDPR.

11.7 Parents can ask to see the information and records relating to their child, and/or any information that we keep about themselves. We will make the requested information available as soon as practicable, and will respond to the request within one month at the latest.

11.8 Parents can also ask for the data to be deleted, but please note that we will not be able to continue to care for your child if we do not have sufficient information about them. Even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time. Therefore, Sandcross School cannot legally delete everything immediately. If you would like more information on the data we are legally obliged to hold, please speak to the school

## **12. General**

12.1 All the information in our literature is correct at the time of publishing/printing.

12.2 Changes may occur and if so, Sandcross School will inform parents/guardians via School Rush, as soon as possible.

12.3 Not every club listed will be available every half term.

12.4 Activity programmes are subject to change in the event of unsuitable weather or other circumstances beyond our control. In the event of bad weather, all clubs are allocated an indoor classroom/location where alternative activities can take place.

12.5 All deadline dates are final. The school reserves the right to refuse any requests made after the published deadline dates.

12.6 Clubs will not run on INSET days, Bank Holidays, early closure days etc.

12.7 Parents/carers will not be allowed to remain onsite to wait whilst clubs run. Gates will close promptly after dismissal and reopen at the end of clubs.

12.8 Sandcross Primary School will not be liable for the loss of property brought onto the premises by Parent/Carer or child.

### **13. Club Providers / Staff:**

13.1 All club providers / staff are vetted using the Disclosure & Barring Services (DBS). All staff hold an enhanced disclosure.

13.2 Committed to safeguarding the children in their care

13.3 All external Club Providers must provide Sandcross School with details of their Insurance, Risk Assessments and Covid Policy.

### **14. Equal Opportunities**

14.1 As public bodies, academies and FE institutions must comply with the public sector equality duty in the Equality Act 2010 and the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017. All this information can be found on our school website - [www.sandcross.surrey.sch.uk](http://www.sandcross.surrey.sch.uk)

### **15. Policies**

15.1 All children in our care are covered by our Public Liability Insurance.

15.2 To view all our policies, please see our website at [www.sandcross.surrey.sch.uk](http://www.sandcross.surrey.sch.uk)