



TERMS AND CONDITIONS OF HUBY OUT OF SCHOOL CLUB (Huby Herons)

Huby CE Primary School operates a before and after school club known as Huby Herons offering wrap around care to all pupils of Huby CE Primary School. The club is self-funded and non-profit making. The policies and procedures for children attending Huby Herons will remain the same as those used by the school with the same expectations of both pupils, staff, and parents. This will include, but is not exclusive to, Child Protection, Safeguarding and Health and Safety as well as following the procedures for dealing with and reporting accidents and incidents. Information and parental permissions given for your child on admission to School, will be used in the same context for children attending Huby Herons e.g. contacts, medical details, social media, photographs etc.

1. Hours of Opening

Huby Herons is open Monday to Friday during term time between the hours of 7.45 am and 8.45 am and 3.30pm and 5:30pm.

2. Admissions

Huby Herons aims to be accessible to children and families from all sections of our school community. Admission to Huby Herons is organised by the school office and we will use a waiting list system if the need arises. The waiting list will be operated on a first come-first served basis with the exception of siblings who will have priority for the same days as a sibling already attending.

3. Sessions/Activities

A small breakfast at the morning sessions and a healthy snack will be offered at the afternoon sessions. Fresh water is always available. Dietary requirements and allergies will be taken into consideration and parental preferences if possible.

To ensure a guaranteed place for your child on a specific day, please book your sessions in advance on ParentPay.

If there are vacant spaces these may be offered on a daily ad-hoc basis. However, you will need to enquire at the school office at least 24 hours in advance for confirmation of places available.

There will be a range of activities on offer each day and children will be supervised by a member of staff who will be employed as an out of school club supervisor/assistant. Activities may include the following: physical play, construction, den building, cookery, crafts, etc.

4. Staffing

Huby Herons is staffed by employees of Huby CE Primary School under the direction of the Headteacher and are employed following mandatory NYC safer recruitment requirements. Miss Chloe Lane is the Supervisor of Huby Herons. Staff/child ratios will be in line with DfE regulations.

If you have any concerns regarding your child whilst attending HOOSC, please speak to Miss Chloe Lane in the first instance.

5. Fees

Breakfast club:	7.45am-8.45am:	£5.00
After School club:	3.30pm-5.00pm:	£7.50
	3.30pm-5.30pm:	£9.50
Late Collection:	£5 per 5 minutes late.	

Fees are per child per session.

Children are booked into Huby Herons via ParentPay. Sessions can be booked up to 24 hours in advance and are paid for at the time of booking. Fees due for any late pickups will be added to ParentPay. We do accept childcare vouchers. If you do not have a Government Tax free childcare account please follow this link [Tax-Free Childcare - GOV.UK](#). You may be asked for the school postcode YO61 1HX or the school's URN number which is 121501.

Paying using Childcare Vouchers / Government Tax Free Childcare Account

- Request your vouchers a month in advance
- Once your vouchers have been requested, let the school office know via email how you would like the funds to be distributed between Huby Herons Breakfast Club and Huby Herons Afterschool Club (5pm/5:30pm)
- We will check our income reports weekly and send email confirmation once your ParentPay account has been credited
- You will then be able to book Huby Herons sessions on ParentPay

5.1 Illness/Holidays/Leave of Absence

If your child is off school poorly and you have an existing Herons booking we are now able to offer to re-schedule this booked session for a future session providing you email the school office to request this, in the morning, and give an alternate date for the re-scheduled session. If the new session is full we will let you know and request an alternative date from you. Fees are still applicable if children are taken on holiday during term time for any pre-booked session.

5.2 After School Activities/Clubs

No reduction in fees can be made if your child/ren take part in any school organised clubs or sports matches eg football, STEM, netball etc during any pre-booked sessions.

5.3 Change/Cancellation of Sessions

You must give us 7 days' notice of termination or of changes in sessions during which time booked sessions will be charged. If you need to change the days your child attends, please contact the school office and we will try to accommodate changes wherever possible.

If the school needs to cancel any Huby Herons sessions due to extenuating circumstances beyond its control, booked sessions will be credited on the next invoice.

5.4 Outstanding Fees

Parents will only be given one week after the payment of fees are due to clear any arrears. Failure to pay fees within 21 days will result in your child being removed from Huby Herons until payment is received. Persistent late payment may result in your place being terminated and your session re-allocated to anyone on the waiting list.

If you are having difficulty paying fees, please speak to the school office or the Headteacher in confidence and we will do our best to support you. termly. Fees will be reviewed at the start of each academic year.

5.5 Non attendance/Late Collection

You must notify the school office before the start of a session if you are collecting your child from school on a day that they are booked to attend Huby Herons. You will be charged for the booked session.

If you are late collecting your child from the after school club, you will be charged at the rate of £5 per 5 minutes. If you do not collect your child 30 minutes after the agreed time and Huby Herons has been unable to reach you or any of your emergency contacts, Huby Herons will follow its Uncollected Child Policy and contact social care.

6. Behaviour

Out of school clubs are designed to provide a safe and stimulating play environment for all, with safety and enjoyment of equal value. As a result, all children attending Huby Herons will be expected to follow and abide by the school behaviour policy, as they do during the school day. Staff will respond to and report behavioural incidents in the same way. This will include a short-term exclusion from Huby Herons if it is deemed necessary.

7. Arrivals and Departures

Children arriving on a morning need to be brought to the main entrance of school. Pressing the buzzer on the front door will alert staff of a child's arrival and they will greet the child and register their attendance. Children being picked up in the evening should be collected from the main entrance and will be signed out when they are collected.

We expect children to be collected by people known to Huby Herons staff. If a different person is collecting your child on a particular day you must notify us in writing in advance. Children will not be released to an unknown person.



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I have read and accept the attached terms and conditions. (please return this slip along with your provision booking form)

Child's Name:

.....

Name (printed):

.....(parent/guardian)

Out of Hours Contact (if different to the contact details held on file during school hours)

Name:

Telephone Number:

Signed: Date: