



# SURBITON

HIGH SCHOOL

## **BREAKFAST AND AFTER SCHOOL CLUB** **TERMS AND CONDITIONS 2021-2022**

1. All pupils must complete a Registration Form in order to use the Breakfast and After School Club (BASC) facility. [BASC registration form](#)
2. There is a one-off administration fee of £10 per pupil. This will be invoiced on the termly bill.
3. Bookings for the BASC are made via our online portal: <https://www.schoolsbuddy.net/>
4. Bookings can be made termly.
5. Ad hoc one-off bookings may also be made (subject to availability).
6. If your child is booked on to a Co-Curricular Club and you wish them to continue onto the After School Club, you must ensure that you also book a place at the After School Club. Should you decide that you no longer require a place at After School Club, you must cancel the place via <https://www.schoolsbuddy.net/>, otherwise you will be charged.
7. Bookings for the Breakfast Club are for the whole session and are **charged at £7.80 per day**.
8. Bookings for the After School Club are made from the end of the school day until 6.00pm. You can collect your child at any time before 6.00pm.
9. The Fee for the After School Club is **£7.07 up to and including the first hour. Subsequent hours are charged at £5.00 per hour**. The charge is made from the end of the school day or co-curricular club until the pupil is collected.
10. All fees are invoiced in arrears on the termly bill.
11. Please note that for 'on the day' bookings for After School Club, the cut off time is **11.30am** and we are unable to accept bookings after this time. The cut off time for booking a Breakfast Club session is **7.30pm the night before**.
12. Bookings made and not cancelled giving at least 24 hours' notice may be charged at £19.00
13. Pupils may only be collected by the authorised collectors as named on the Registration Form. In an emergency, other arrangements may be made by contacting the After School Club Manager. In the event that a pupil is not collected by 6.00pm, the After School Club Manager will contact the parents/emergency contact. If these cannot be reached, the School's [Uncollected Pupils Policy](#) will be enacted.
14. It is the parents' duty to inform the Breakfast and After School Club Manager if **any** of the details on the Registration Form change.
15. All pupils are expected to demonstrate good behaviour at all times and are encouraged to cooperate in the social organisation of the Breakfast and After School Club. Where a pupil consistently demonstrates unacceptable behaviour, the parents and relevant staff will be involved in discussing the most appropriate response.
16. The policies of the Boys' Preparatory and Girls' Prep Schools are adopted by the Breakfast and After School Club and can be found on our website [here](#).