



PREP SCHOOLS

BREAKFAST AND AFTER SCHOOL CLUB TERMS AND CONDITIONS

1. All pupils are required to complete the Registration Form, in order to use the Breakfast and After School Club
2. There is a one off administration fee of £10 per pupil. This will be charged to the Fee Invoice
3. Bookings for Breakfast and After School Club are made by email afterschoolclub@surbitonhigh.com
4. Bookings may be made for the whole academic year
5. Ad hoc one-off bookings may also be made subject to availability
6. Please ensure, that all trips, residential trips, matches, events and times when Co-curricular Clubs are not operating, are taken account of.
7. Bookings for the Breakfast Club are for a session and cost £10 per day.
8. All fees are invoiced in arrears on the termly bill
9. Bookings made and not cancelled giving notice of at least 24 hours may be charged at £21.50
10. There is a fee for late collection of pupils after 6pm of £25.00 and this is applied per pupil
11. The fee for the After School Club is £9 for up to and including the first hour, then charged at £7.00 per hour. The charge is made from the end of the school day or Co-curricular club until the pupil is collected.
12. Pupils may only be collected by the Authorised Persons, as named on the Registration Form. In an emergency, other arrangements may be made by contacting the After School Club Manager. Collectors may be asked to provide photo identification so please ensure that this is available
13. In the event that a pupil is not collected by 6pm, the After School Club Manager will contact the parents/emergency contact. In the event that these cannot be reached, the School Uncollected Child Policy will be triggered.
14. It is the parents' responsibility 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 Junior Girls' Schools are adopted by the Breakfast and After School Club

Principal Mrs Rebecca Glover B.Ed(Hons)

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