

How to Book

BREAKFAST CLUB BOOKINGS

Contact 360° via their website <https://360degreesportscoaching.co.uk> or telephone 02382 001430.

AFTER SCHOOL CLUB BOOKINGS/PAYMENTS

The information below has been written to help you through our booking and payment procedures and should be read in conjunction with the After School Club Terms and Conditions.

Places at After School Club are limited and subject to availability. Places are allocated in the following order:

1. Looked after children
2. Existing users requesting change of/additional days
3. Siblings of the above
4. New users, using chronological order of application

A regular booking guarantees your place, automatically carries over to the next term and will continue until you notify the school office of any changes. Once confirmed, the school office staff will load your booking onto the online Arbor system. A Registration Form must be completed and returned before the first day of attendance.

Fees are payable termly, in advance. We will consider requests for a variation to payment terms on an individual basis. A late payment fee of £5 per week will be added if payment has not been made by the date specified and an alternative payment plan agreed. If fees are not cleared in full by the end of term, we reserve the right to withdraw places with effect from the following term. Fees are payable per child per session and are not waived in any circumstances due to non-attendance. This includes when a child is absent due to attending an appointment, a school trip, another club, illness or holiday.

If you do not want your child to attend a booked After School Club session for any reason, please contact the school office as soon as possible during the school day, so that your child's teacher and the After School Club staff can be informed. If something unexpected crops up, you can change one of your booked sessions, subject to availability of places. We can also accept new ad-hoc bookings, subject to availability of places and the completion of the Registration Form prior to attendance.

For all booking enquiries, cancellations or any changes to bookings, contact the school office.

Methods of payment

- Online Arbor system
- Electronic bank transfer
- Childcare Vouchers
- Tax-free Childcare system

Please use your surname when making payments by bank transfer or childcare vouchers, to make them easily identifiable.

Help us to keep your fees down

After School Club is sustained entirely through the fees that we collect from parents. The most effective way of helping us achieve this is by ensuring that you comply with these booking/payment guidelines and the After School Club Terms and Conditions, which have been written specifically to support this aim.